

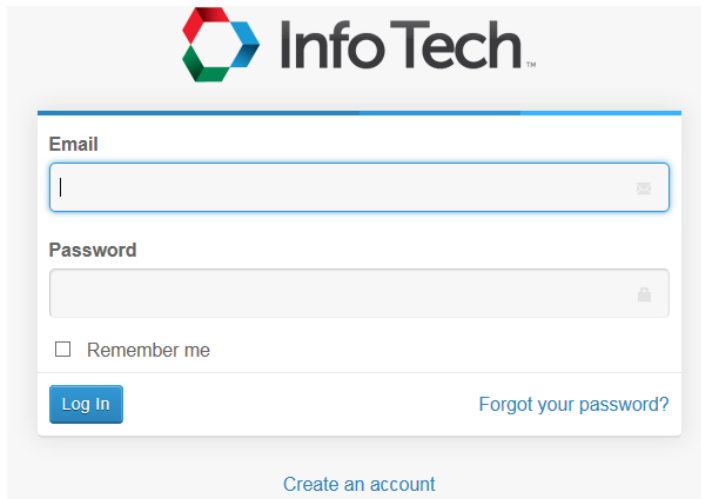
# DOC EXPRESS – IOWA STYLE

## Contractors – Suppliers

July, 2016

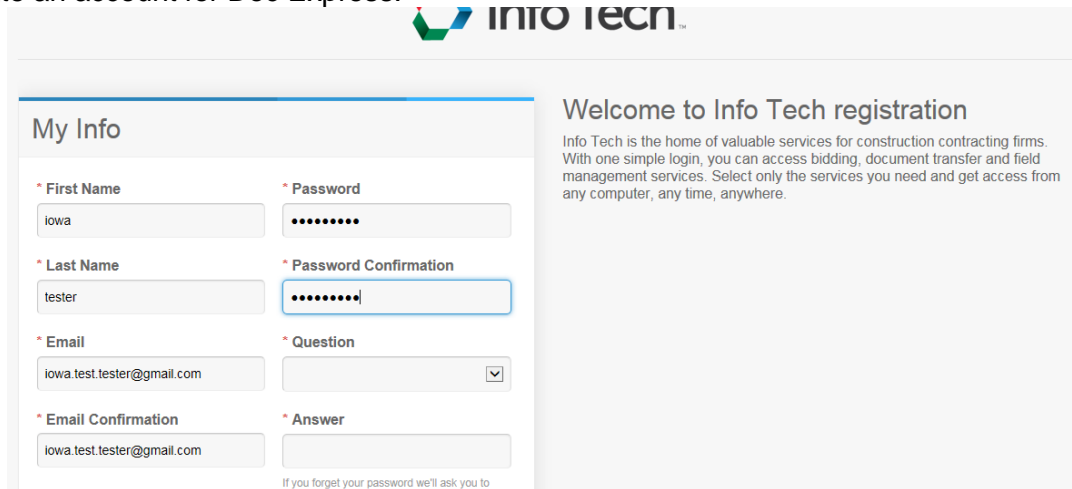
**If you are a new company to the Doc Express world - - -**

**Only ONE** user within the company must create an account. Do so by going to <https://docexpress.com>.



The image shows the login page for Info Tech. At the top is the Info Tech logo, which consists of a stylized 'i' made of three colored triangles (red, blue, green) followed by the text 'Info Tech'. Below the logo is a login form with two input fields: 'Email' and 'Password'. The 'Email' field contains a single character 'I'. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom of the form are two buttons: 'Log In' and 'Forgot your password?'. Below the form is a link that says 'Create an account'.

Enter your e-mail address and password into the appropriate fields and then click Create an Account. The following 2 graphics will be displayed where you enter your information in order to create an account for Doc Express.



The image shows the registration page for Info Tech. At the top is the Info Tech logo. Below the logo is a registration form with two columns of input fields. The left column is titled 'My Info' and contains fields for 'First Name' (with the value 'iowa'), 'Last Name' (with the value 'tester'), 'Email' (with the value 'iowa.test.test@gmail.com'), and 'Email Confirmation' (with the value 'iowa.test.test@gmail.com'). The right column contains fields for 'Password', 'Password Confirmation', 'Question' (a dropdown menu), and 'Answer'. To the right of the form is a section titled 'Welcome to Info Tech registration' with a paragraph of text: 'Info Tech is the home of valuable services for construction contracting firms. With one simple login, you can access bidding, document transfer and field management services. Select only the services you need and get access from any computer, any time, anywhere.' At the bottom of the form is a small note: 'If you forget your password we'll ask you to verify this'.

### My Business

* Name	* City
<input type="text"/>	<input type="text"/>
* Phone	* State
<input type="text" value="(555) 555-5555 x55"/>	<input type="text" value="v"/>
* Address1	* Postal Code
<input type="text"/>	<input type="text"/>
Address2	
<input type="text"/>	

☐ I have read and agreed to [Privacy Policy](#), [Terms of Use](#), and [DMCA Policy](#).

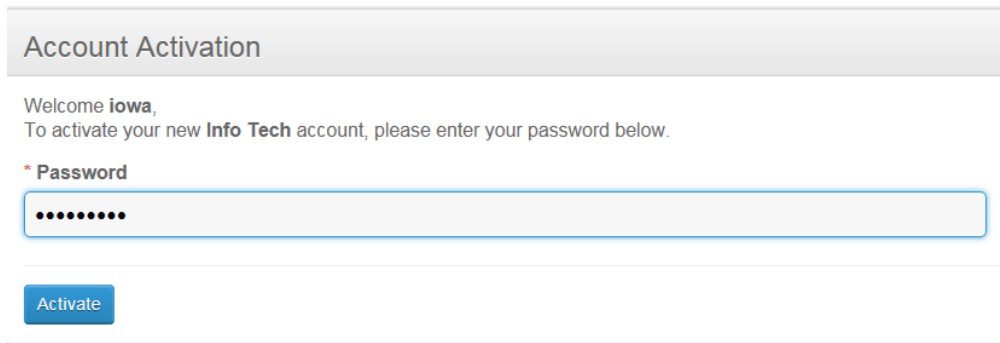
Once you have entered all the information required and put a checkmark in the “box”, click the Register button. An e-mail such as the one following will be sent to you where you should click the Activate Account link.



## Dear iowa,

You have successfully signed up for the **Info Tech** service.  
To login and activate your account, just follow this link: [Activate Account](#).  
Thanks for joining and have a great day!

After you have activated your account, the following screen will be displayed where you enter your Doc Express password and then press the Activate button.



Account Activation

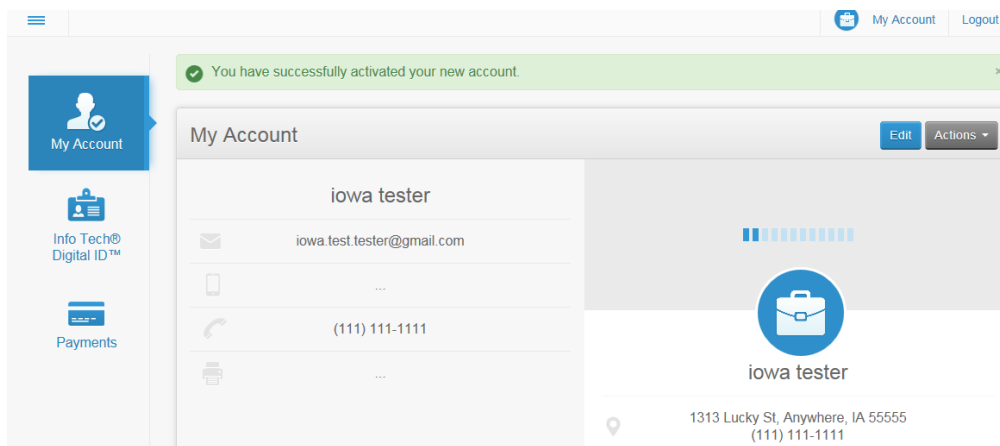
Welcome **iowa**,  
To activate your new **Info Tech** account, please enter your password below.

\* Password

.....

Activate

After activating, the following “My Account” screen will be displayed.



My Account

You have successfully activated your new account.

Info Tech® Digital ID™

Payments

iowa tester

iowa.test.test@gmail.com

(111) 111-1111

iowa tester

1313 Lucky St, Anywhere, IA 55555  
(111) 111-1111

This screen shows your information and, by scrolling down, those members of your company who also can access the Doc Express program (none now since you are the first to register from your company).



Employees

Email address of invitee

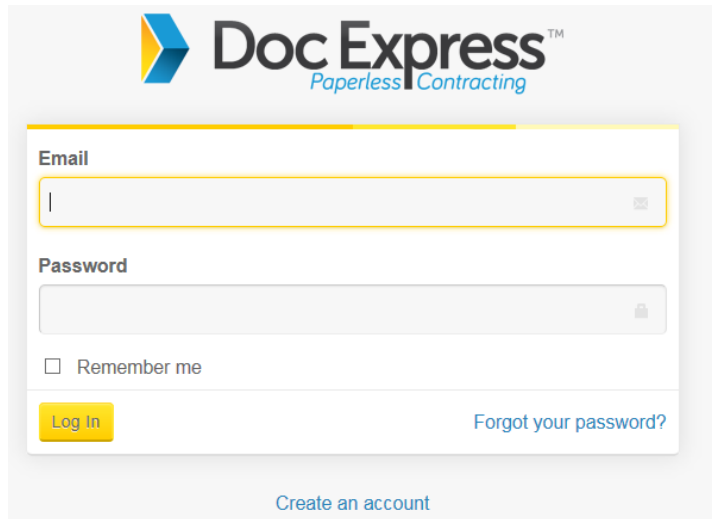
invite employee

iowa tester  
iowa.test.test@gmail.com Manager

Displaying 1 user

Since you are the first Doc Express member of your company, you are listed as a Manager. **You should now invite others in your company to join. Other users in your company should NOT go to the website and register – they should be invited by you to join your organization.** Do so by clicking the Invite employee button and entering their e-mail address. They will receive an e-mail and have a limited amount of time to respond. Once they have accepted their invitation to join, you can assign them as either User or Manager security.

To enter the Doc Express program from the My Account screen shown in the above 2 graphics, click on the horizontal lines in the upper left corner of the screen and choose Doc Express from the drop down list. The following login screen will be displayed.



The image shows the login interface for Doc Express Paperless Contracting. At the top is the company logo, which consists of a blue and yellow chevron icon followed by the text "Doc Express" in a large, bold, black font, with "Paperless Contracting" in a smaller, blue font underneath. Below the logo is a white login box with a yellow border. Inside the box, there are two input fields: "Email" and "Password". The "Email" field has a yellow border and a small icon on the right. The "Password" field has a grey border and a small icon on the right. Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the login box, there is a yellow "Log In" button and a blue link "Forgot your password?". Below the login box, centered, is a blue link "Create an account".

**Doc Express**  
Paperless Contracting

Email

Password

☐ Remember me

Log In

[Forgot your password?](#)

[Create an account](#)

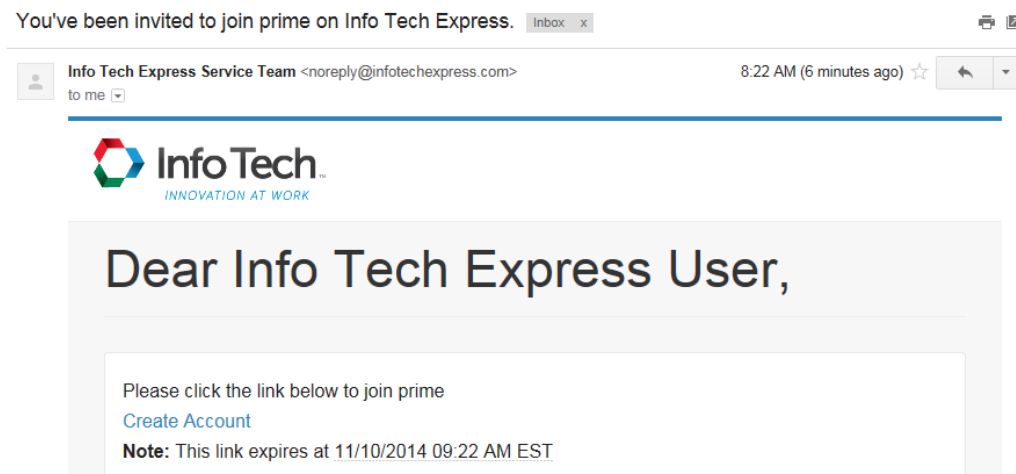
If you want your e-mail to remain in that field, click in the Remember me box. After entering your email address and password, click the Log In button and you will see all contracts and drawers to which you have been given access.

## If your company has access to the Doc Express program but you don't - -

**Do NOT go to the Doc Express website and register on your own.** Instead, contact or send a note to the person in your company who has the Manager security level in Doc Express. They will, in turn, send you an e-mail inviting you to join the group. In the graphic below, your e-mail address was entered by a user within your company with Manager security and then they clicked the Invite Employee button. The result is shown in the graphic below. As you can see, there is a limited time period for the invitee (in this case "contractor") to respond to the invitation before the invitation expires..

Employees	
✓ Your invitation has been sent to iowa.test.contractor@gmail.com.	
<input type="text" value="Email address of invitee"/>	invite employee
iowa.test.contractor@gmail.com Invitation expires: 11/10/2014 09:22 AM EST	Remove
prime 2014 iowa.test.prime@gmail.com   Manager	
1 User	

Once the invitation has been sent, the new invitee will receive an e-mail similar to the one following inviting you to join your company's group.



When you (new invitee) receive the e-mail, click on the Create Account link (as shown in blue above) and a screen similar to the one following will be displayed. Complete the form and then click Activate.

Account Activation

Welcome iowa.test.contractor@gmail.com.  
To enroll as a member of prime, please complete the form below.

\* First Name

\* Last Name

\* Password

\* Password Confirmation

\* Question

\* Answer

If you forget your password we'll ask you to verify this.

☐ I have read and agreed to [Privacy Policy](#), [Terms of Use](#), and [DMCA Policy](#).

Activate

Cancel

Once logged into the Doc Express program you will see the contracts and drawers to which your company has been given access. If you feel you are missing one/some contracts and/or drawers, contact either the user in your company with Manager security or Dean ([dean.herbst@dot.iowa.gov](mailto:dean.herbst@dot.iowa.gov)) or Janet ([janet.wasteney@dot.iowa.gov](mailto:janet.wasteney@dot.iowa.gov)) from the DOT so they can give you the access you need. Prime contractors can give subs and suppliers access but either Janet or Dean must give the prime contractor access to the contract.

## CHANGING YOUR ACCOUNT INFORMATION –

When you log in to Doc Express, your account information may be the first thing you see.

My Account

Info Tech®  
Digital ID™

Payments

You have successfully activated your new account.

My Account

Edit

Actions

Contractor 2014

iowa.test.contractor@gmail.com

...

(555) 555-5555

...

prime

1313 Lucky St. Anywhere, IA 11111  
(555) 555-5555

The address and phone number displayed on the right of the screen is the main company's address and cannot be changed by individual regular users. It was originally entered by the first person who registered as a user for your organization. If you have the Manager security level, you can change these fields. If you do have Manager security level and change the company name or address, it will be changed for everyone else in your company as well.

CONTRACTOR-SUPPLIER (JULY, 2016) - 6

Users have the option to change their e-mail address, their security challenge question and their password at any time. Do so by clicking the Actions button in the upper right area and a drop down list will be displayed. Simply select the one you want to change and the appropriate screen will be displayed for you to enter your changes.

If you want to change some personal phone and fax numbers (shown on the left side of the screen), click the Edit button and then make the desired changes in the screen displayed (example below). Once again, you cannot change the business name, address, or time zone but you can change the mobile, phone, and fax number fields shown on the left side of the screen

The screenshot shows a 'My Account' form with two columns of input fields. The left column contains fields for First Name (Contractor), Last Name (2014), Mobile ((555) 555-5555 x55), Phone ((555) 555-5555), Fax ((555) 555-5555 x55), and Time Zone (GMT-05:00 Eastern Time (US & Canada)). The right column contains fields for Business Name (prime), Business Phone ((555) 555-5555), Address1 (1313 Lucky St), Address2, City (Anywhere), State (Iowa), and Postal Code (11111). At the top right of the form are 'Update' and 'Cancel' buttons.

## SEE OTHER USERS IN YOUR COMPANY -

To see others in your company who have access to Doc Express, go to your My Account screen and scroll to the bottom of the screen. A list of users, their e-mail address, and their status (Manager, User, or Reviewer) for your company is displayed. An example is shown below –

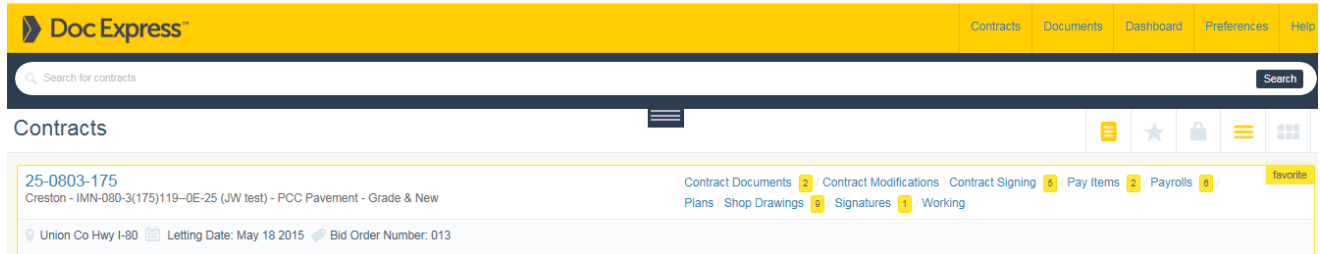
The screenshot shows an 'Employees' list with three entries. The first entry is 'Contractor 2014' with email 'iowa.test.contractor@gmail.com' and status 'User'. The second entry is 'prime 2014' with email 'iowa.test.prime@gmail.com' and status 'Manager'. The third entry is '2 Users'. The list is displayed in a table-like format with a light gray header and alternating row colors.

## ON-LINE HELP -

There is on-line help within the program that you can access by clicking on the word “Help” in the upper right corner of every screen once you are in the Doc Express program. Although this is an excellent resource, if you need to talk to a local support person, contact either Dean Herbst – [dean.herbst@dot.iowa.gov](mailto:dean.herbst@dot.iowa.gov) (Office – 712-202-0818, Cell – 515-571-7073) or Janet Wastenev – [janet.wastenev@dot.iowa.gov](mailto:janet.wastenev@dot.iowa.gov) (Office – 641-782-2096, Cell – 641-344-0044)

## VIEWING CONTRACTS -

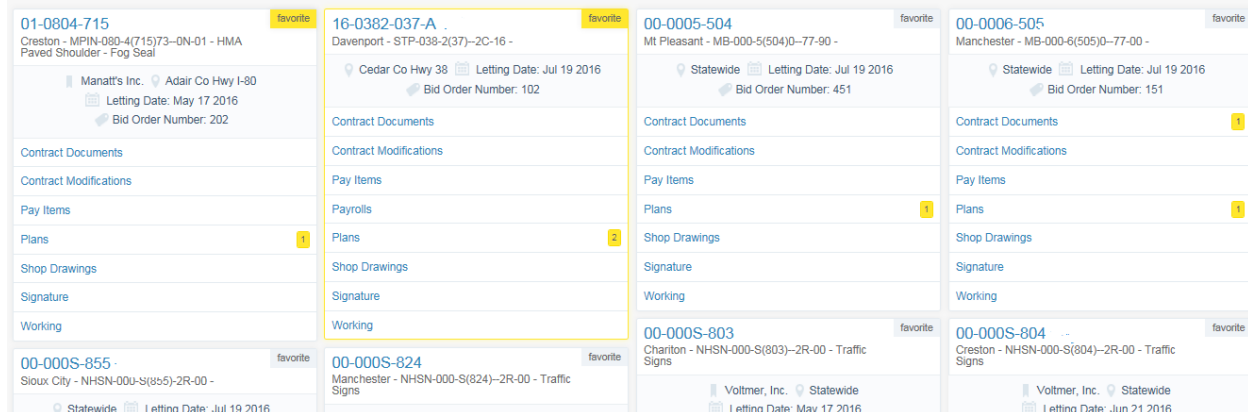
There are 2 options from which to select when viewing the list of contracts. The first (shown below) is similar to the previous version of Doc Express in that the contracts are listed in rows, one below the other. The type of view displayed is due to the choice selected (shown in yellow) in the upper right area, just below the Search button.



Notice that the contract information is on the left and the drawers are listed on the right.

There are some icons displayed just above the drawer location when in the row view. The icons represent the same options as what you would find in the Filter area – just an easier and quicker way to select them.

The other choice for viewing the contracts, shown below, is the grid view. This option displays the contracts in grid style with all information within that contract's block. Notice that the yellow highlighted choice just below the Search button is what determined this look. With this view, the drawers are displayed below the contract information.



There is no right or wrong view choice – it's strictly a personal preference. The same contract information is displayed no matter which view is selected, just with a bit different look.

The contract ID is displayed first. Below the contract ID is the DOT Residency in charge of the contract followed by the main project number shown in its entirety with any additional tied projects being displayed by the highway number (if different from the main project number) and paren number for each project. Next displayed is the description of the contract as shown on the contract document.

Additional details show the prime contractor's name, the county name, highway number, letting date, bid order number, and contractor's TAG field. Sometimes displayed is the End Date field



which we are using as the Late Start Date. All the drawers available for that particular contract to which you have access are displayed either to the right or below the contract information, depending on the view you have chosen.

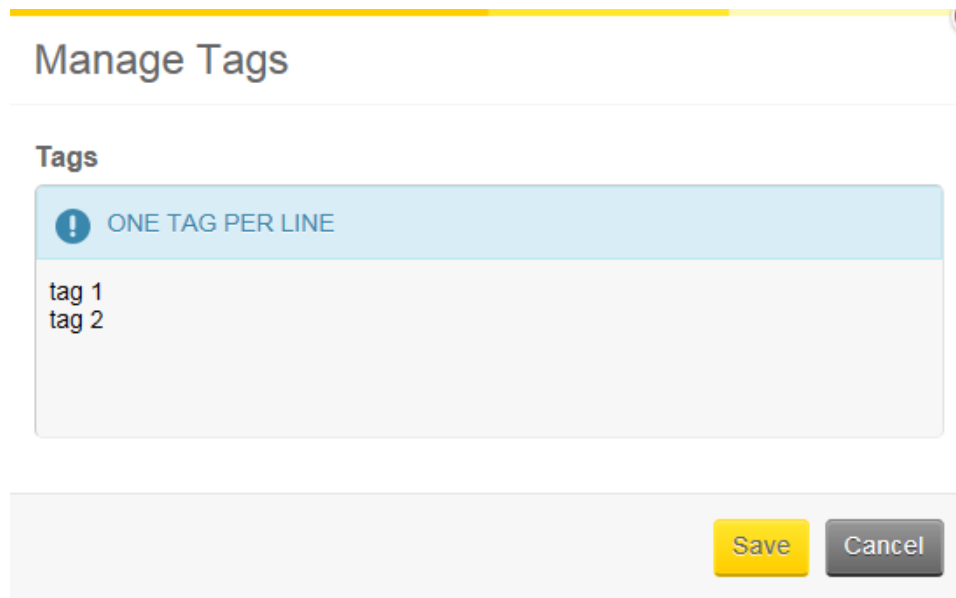
### **TAG FIELD –**

This field is strictly for non-DOT use and, in fact, DOT users cannot even see this field when they view the contract. It's a free form field where data can be entered that distinguishes the contract for the contractor such as the job number. The tag field is displayed just to the right of the Bid Order Number field.

In the sample below, the prime entered "tag 1" and also "tag 2" in the tag field. They are displayed as 2 different tags entered by the prime, separated for display by a comma. (see graphic following the one below)

Each company associated to this same contract can enter their own preference for a tag. Each company will see only their own tag when they open the contract. In other words, Company A will see only what they entered and not what Company B entered in the same field. HOWEVER, different users within the same company cannot have their own unique tag for the same contract. The tag field is company specific, not user specific but since there can be multiple tags, different users can add their own tag which will be displayed along with the others entered.

To enter a tag – Open the contract and then click Actions and choose Manage Tags



Manage Tags

Tags

! ONE TAG PER LINE

tag 1  
tag 2

Save Cancel

Enter what you and/or your company wants to see displayed and then click the Save button. Remember, this is company specific - each company can see what their users entered in this field but not what a different company entered.

## Janet Training - 01-0923-034 HMA Resurfacing/Cold In-Place Recycling

STPN-092-3(34)-2J-01	
prime  Adair County Hwy 92  Letting Date: May 20 2014  Bid Order Number: 151  tag 1, tag 2	
Contract Documents	1
Contract Modifications	
Pay Items	5
Payrolls	1
Shop Drawings	2
Signatures	1

The TAG field can be seen just to the right of the Bid Order Number. Reminder – this field cannot be seen by DOT users – it's strictly for the use of the contractors.

### FAVORITE CONTRACT –

If you have a list of contracts but you are working with only 1 or just a few of them all the time and really don't need or want to see the others, you have the option to mark one or more contracts as your favorite. To do so, find the word “favorite” to the far right of the contract information. When you click on it, it will turn yellow so you can easily see that it has been marked as a favorite. See below.

Contracts	
<b>Training - CHEROKEE 01-0923-034 HMA Resurfacing/Cold In-Place Recycling</b> STPN-92-3(34)-2J-01	Contract Documents 1 Contract Modifications 1 Pay Items 2 Payrolls 2 <b>favorite</b> Shop Drawings 1 Signatures 1 Working 2
prime  Adair County Hwy 92  Letting Date: May 20 2014  Bid Order Number: 151	
<b>Janet Training - 01-0923-034 HMA Resurfacing/Cold In-Place Recycling</b> STPN-092-3(34)-2J-01	Contract Documents 1 Contract Modifications 2 Pay Items 2 Payrolls 1 <b>favorite</b> Shop Drawings 1 Signatures 1 Working 2
prime  Adair County Hwy 92  Letting Date: May 20 2014  Bid Order Number: 151	
<b>Training - BRITT 01-0923-034 HMA Resurfacing/Cold In-Place Recycling</b>	Contract Documents 1 Contract Modifications 1 Pay Items 2 Payrolls 2 <b>favorite</b> Shop Drawings 1 Signatures 1 Working 2

Contracts marked as a favorite will automatically be moved to the top of the list of contracts. One of the summary filters available allows you to display only the contracts marked as a favorite. By using that filter option, the favorite contracts will be displayed and the others will be hidden.

If you no longer want a contract marked as a favorite, simply click on the word “favorite” again and it will revert back to its original position in the list of contracts and no longer be marked as a favorite.

There is a summary notification which will display data for only the contracts you have marked as your favorite. More on that in the Notification section.

## BADGES -

If you see a badge with a number in it beside a drawer (see previous graphic), there are submittals within that drawer that have been submitted but no further action has been taken. For instance, if the badge has a 2 in it, there are 2 different submittals needing attention. This is an easy way to see what contracts and what drawers have a need for some initial action to be taken. Having this badge displayed is automatic and is not dependent on any other choices made within the program.

## SEARCH and FILTER -

Filter fields are dependent on the screen you are viewing. The search field is visible on most screens but, by default, the filter fields are hidden. By clicking on the horizontal lines (where the X is now shown below), the filter fields will be displayed. You can filter on 1 or more fields at the same time.

The graphic below displays the search and filter fields available when viewing the list of contracts.

If you filter on different types one right after the other, be sure to allow the list of submittals to refresh before selecting the next type to filter on. This is especially important when filtering in a drawer and selecting a type in the Document Types field.

The screenshot shows a search and filter interface for contracts. At the top is a search bar with the placeholder text "Search for contracts" and a "Search" button. Below the search bar are three rows of filter fields. The first row has a dropdown menu with "All Prime Contractors" selected, and two input fields for "From Letting Date" and "To Letting Date". The second row has a dropdown menu with "All Contracts" selected, and two input fields for "From Start Date" and "To Start Date". The third row has a dropdown menu with "Order By Description" selected, and two input fields for "From End Date" and "To End Date". Below the filter fields is a "Reset search" button. At the bottom of the interface is a navigation bar with the word "Contracts" and a close button (X). To the right of the navigation bar are several icons: a list icon, a star icon, a lock icon, a hamburger menu icon, and a grid icon. Below the navigation bar is a breadcrumb trail showing "PI IG Demo" and "Contract Documents" with a dropdown arrow. To the right of the breadcrumb trail are links for "Contract Modifications" (with a dropdown arrow), "Pay Items" (with a dropdown arrow), and a "favorite" button.

## SEEING LOCKED CONTRACTS -

By default, the list of contracts will show all active contracts. If you want to see only the locked contracts, simply change the filter field from All Contracts to Locked. That is also the field where you can select to see only the contracts marked as favorites. (See above graphic)

As stated previously, the filter fields available are dependent on the screen you are viewing. The following graphic displays the search and filter fields available when viewing a drawer. By clicking in the Document Types field, only those types (formerly known as folders) in that drawer that have had a submittal made will be displayed. The only way to see the entire list of possible types in a drawer is to pretend to submit a document and click in the Types field.

Contracts / Demo - Local Systems / Contract Documents

Q Search for documents Search

All Statuses Document types

All Document Submitters From Submission Date To Submission Date

Most Recently Updated Today Since yesterday Within last 3 days Within 1 week Within 2 weeks Within 1 month

Hide Archived Within 2 months Within 3 months

Reset search

Contract Documents X Submit Document Actions

Demo - Local Systems - Creston - 01-0923-034 - HMS Resurfacing/Colt In-Place Revrting

If you choose to no longer have any of the filter fields visible, click on the X below them and they will be hidden once again. The search field will remain visible.

### ENABLING DOWNLOADS (Allowing Others To Open Your Submittals) –

The prime contractor can open any document that has been submitted into any drawer in Doc Express. Unless given the option to do so, Associates (subcontractors and suppliers) can open only documents their own organization submitted. **HOWEVER** - - If you, as the prime or as an Associate (sub or supplier), want to allow another Associate to open your company's submittals (& only your company's submittals) in a specific drawer, you can grant that option. To do so, open the contract and then click the Actions button and select Manage Access. A screen displaying all Associates (subs and suppliers) with access to the contract will be displayed - similar to the following graphic.

Manage Access				
✓ Enabled downloads for Sub2 in Pay Items.				
Name	Role	Pay Items	Shop Drawings	Working
Cedar Valley Corp Business	Associate	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads
Cramer and Associates, Inc. Business	Associate	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads
Manatt's Inc. Business	Associate	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads
Sub2 Business	Associate	<input checked="" type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads
Supplier1 Business	Associate	<input checked="" type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads
Supplier2 Business	Associate	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads	<input type="checkbox"/> Enable Downloads
Displaying all 6 entries				

The drawers displayed are dependent on the ones available for that contract. The most drawers accessible for any given Associate are listed for all Associates whether or not those Associates have access to that drawer. For instance, in the above graphic, even if Supplier1 doesn't have access to the Shop Drawings drawer, that drawer is still listed because another Associate(s) does have access to it.

By Sub1 (who is logged into the program) putting a checkmark in the Enable Downloads option for Sub2 and Supplier1 for the Pay Items drawer, those 2 organizations can open any document Sub1 submits into the Pay Items drawer. They cannot, however, open documents submitted by any other contractor in these drawers unless given specific permission to do so by them. They

also cannot open documents submitted by Sub 1 in the other drawers since the Enable Downloads is not checked for those drawers.

## NOTIFICATION –

When a submittal is made, you have the option to be notified either as they are made, receive a daily summary the following day, or both. You also have a choice of receiving notifications when documents are rejected and/or also to be notified only for submittals made to contracts marked as your favorite. These notifications are strictly your choice and can be changed as you wish. Realize these are global preferences which means you can't opt out for 1 contract and opt in for another. With the exception of the favorites, you either do or do not receive the notifications for the drawers you select for all contracts. To find the location for notifications, click on Preferences (directly to the far right of the Doc Express header) and then Notifications. A screen as shown below will be displayed.

You can choose the specific drawers for which you want to be notified real time when a document within it is ready to be progressed. Likewise, you can choose whether or not you want rejected notifications and/or daily notifications for all contracts or just those marked as your favorite.

Notifications

! Notification preferences successfully updated.

**Ready to be progressed**  
Email me when a document is ready to be progressed. Off

**Rejected documents**  
Email me when a document has been rejected. ON

**All submissions**  
Email me daily with a list of document submissions for all of my contracts. OFF

**Favorite submissions**  
Email me daily with a list of document submissions for my favorite contracts. OFF

**Completed documents**  
Email me when the final transition of a document has been executed. Off

The graphic above shows that the option to receive real time notifications is turned off for every drawer for both the Ready to be progressed and the Completed documents options. If you are the prime, it is highly recommended to turn “on” for the Contract Modification, Contract Signing, and Signature drawers.

The following graphic shows that the option to receive real time notifications is turned off for every drawer for the Ready to be progressed option, turned on for the Rejected documents option but turned off for all other options except Completed documents where only the selected drawers have had the notification option turned on. All these choices can be changed at any time and from that point forward the notifications will reflect the new choices.

For the Completed documents, if you choose the option of **Only Documents I Worked On**, you'll be notified only if you had an active part in the document such as submitting or signing.

Notifications

1 Notification preferences successfully updated.

**Ready to be progressed**  
Email me when a document is ready to be **progressed**. Off

**Rejected documents**  
Email me when a document has been **rejected**. ON

**All submissions**  
Email me daily with a list of document submissions for **all** of my contracts. OFF

**Favorite submissions**  
Email me daily with a list of document submissions for my **favorite** contracts. OFF

**Completed documents**  
Email me when the final transition of a document has been executed. Only Selected Drawers

Change Orders	<span>OFF</span>
Contract Documents	<span>OFF</span>
Contract Modifications	<span>ON</span>
Diaries	<span>OFF</span>
Material Certifications	<span>OFF</span>
Pay Items	<span>OFF</span>
Payrolls	<span>OFF</span>
Plans	<span>ON</span>
Shop Drawings	<span>OFF</span>
Signature	<span>ON</span>

The 2 Summary notification options (All submissions and Favorite submissions) are very similar. Each sends an e-mail very early in the morning displaying by contract and drawer all activity that took place the previous day on contracts to which you have access. Included under each drawer is the specific document/type with activity. The All submissions option includes every contract while the Favorite submissions contains only those contracts that you have marked as your favorite. The summary notifications are an excellent way to see in 1 e-mail all the activity that took place the prior day.

Once again, there is no right or wrong – these are strictly personal preference and can be changed at any time. What might be helpful to you might not be helpful to another user.

## DOCUMENTS –

Doc Express™

Contracts Documents Dashboard Preferences Help

Search for contracts Search

Contracts







New Contract

In the upper right area of the screen when viewing the list of contracts, there is an option called “Documents” (as shown in the above graphic). By clicking on this word, every document that has been submitted to every contract to which you have access will be displayed in chronological order with the most current being shown first. By opening the filter, clicking in the

Document Types field, and then selecting a specific type(s), the list will be limited to only the selected.

## DASHBOARD –

In the same area as the Documents option, there is a Dashboard option. (see previous graphic)

If you click on Dashboard, a screen similar to the following will be displayed. There are 3 lists –

- 1 showing all documents ready to be transitioned. This, by default, includes all documents in all contracts in your list that are not completed. Displayed along with the contract information is the status of the document – color coded, no less!! You can filter this list to a specific contract and/or drawer.
- 1 showing all documents that are past due. This list includes only those contracts/drawers/documents where a due date has been entered. More on due dates starting on Page 22.
- The Contracts Ending soon option is what we're using to display the Late Start Date instead - you can determine the number of months to include

Documents Past Due	Documents Ready To Be Transitioned	Contracts Ending Soon
<p>Minutes STPN-092-3(34)--2J-01 / Contract Documents <b>Wednesday, May 20</b></p> <p>TC Jasper w/e 01/30/16 NHS-080-3(198)128--11-77 &amp; (207) / Pay Items <b>Friday, Jun 10</b></p> <p>test NHS-080-3(198)128--11-77 &amp; (207) / Pay Items <b>Monday, Jun 13</b></p> <p>TC Jasper w/e 01/16/16 NHS-080-3(198)128--11-77 &amp; (207) / Pay Items <b>Wednesday, Jun 15</b></p>	<p>Contracts: All</p> <p>Drawers: All</p> <p>03 STP-092-3(34)--2J-01 / Contract Modifications / Status: Submitted</p> <p>w/e 6/28/14 STP-092-3(34)--2J-01 / Signatures / Status: Submitted</p> <p>test STPN-092-3(34)--2J-01 / Signatures / Status: Submitted</p>	<p>Ending within: 3 Months</p> <p>No documents found.</p>

## DRAWER STRUCTURE -

### Contract Documents –

Holds all files in their appropriate type that are necessary for project files

The Submit process is typically done by a DOT user although others who have access to this drawer can also submit if appropriate.

A submittal can be linked simultaneously to 1 or more types in the drawer

The Receive process must be done by DOT personnel.

### Pay Items -

Holds all files pertaining to pay items in the project

There are a few routine types listed first in this drawer for every contract with the rest of the types being totally dependent on the pay items in the contract. Each item in the contract is included as a type in this drawer.

A submittal can be linked simultaneously to 1 or more types

The Submittal of documents is done by any user (contractor, supplier, or DOT user) with access to the drawer

The Receive process of documents is typically done by the RCE Inspector but can be done by any DOT user.

The transition to Audited is done by the materials personnel in the DOT

### **Payrolls –**

Holds payroll documentation required on Federal Aid projects

The Submittal of payrolls is done only by the Prime Contractor, not subs

Submittals are made to the appropriate type, with the prime and each subcontractor having a type in that drawer. If a type (contractor's name) is missing, contact Janet or Dean to have it added.

Prior to Receiving, the RCE Office Staff enters a comment in the Comments field that the payroll has been checked

The Receive process is done by the RCE Office Staff

### **Contract Modifications –**

Location of the contract modifications that were created in FieldManager and submitted to this drawer to be signed.

Document is submitted by the RCE Office Staff – no signature is required for this step

There is a specific order in which cont mods must be signed

When the cont mod is initially submitted, the contractor will be notified immediately of such so they can sign if they have their real time drawer notification turned on. If they have the summary notification turned on, they will receive a notification the following morning.

With each additional signature, a notification is automatically sent to those who can transition the document to another level

Once the last required signature (DCE) or the last optional signature (Central Construction or FHWA) is obtained, they will be asked if they would like to mark the cont mod Completed. If no more signatures need to be obtained, they should answer "yes" and the contract modification will be changed to Completed. If more signatures are required, they should answer "no" and notifications will be sent as usual.

When the status is transitioned to Completed by a DOT user in Doc Express, the cont mod should be approved in the FieldManager program by a DOT user

The cont mods remain in the Contract Modifications drawer along with the log of activity and signatures.

Whether viewing or printing the cont mod, a Signature History page that displays, among other things, everyone who signed it and when they signed it is permanently attached.

### **Working –**

Allows documents to be submitted, reviewed, modified, and re-submitted

PDF documents should not be submitted to this drawer since they can't be edited

Anyone can submit documents and begin the review process

Changing the submittal to Completed or Published is done only by a DOT user

The final iteration of the document is published (moved) to a drawer and type only by a DOT user where the document will initially have a status of Submitted.

The document just published that now has a Submitted status should be Received by a DOT user.

All iterations of the document and the log of activity remains in the Working drawer with a status of Published



### Shop Drawings –

Allows shop drawings to be submitted, reviewed, modified, and re-submitted  
The prime or the subcontractor submits documents to begin the review process

**Use the naming convention for submittals as described on Page 35**

Only DOT personnel (or a user acting on behalf of the DOT) can transition the status to result in a status of anything other than Submitted

If a shop drawing needs to be re-submitted, it is done by clicking the Re-Submit button so the corrected version of it “overwrites” the previous submittal. **Do NOT submit the corrected document as a new submittal.**

Each time the submittal’s status changes or it is re-submitted, a notification is automatically sent to those with access to that drawer so they know the document is ready to be reviewed and/or transitioned.

The final shop drawing submittal and all previous iterations of that document remain in the Shop Drawings drawer along with a log of all transitions.

### Signature -

Normally a DOT user submits the document to be signed although there are a few cases where another user can also submit

Who signs is dependent on the form to be signed and not all forms will require a contractor’s signature. Some forms will require only one signature and others will require multiple signatures

Unlike the Contract Modification drawer, there is no specific order in which signatures must be obtained.

Even though there are lines for all potential signatures displayed on the signature page, every signature is not required for every form

The signed form remains in this drawer for the life of the contract

**IF YOU DIDN’T SIGN THE FORM WHEN IT WAS PAPER, DO NOT SIGN IT HERE!**

### Plans –

The RCE Office is responsible to submit the “As Advertised” set of plans to this drawer

If there are changes in the “As Advertised” set of plans, the Office of Contracts will submit the “As Let” set of plans which will “update” the original plans since this new set will be displayed on top.

If the plans are updated/changed after the letting, the RCE Office is notified and submits those updated plans so everyone has and is using the most current set of plans available

When the contract is finished, the most current set of plans should be Published by a DOT user to the Project Plans type in the Contract Documents drawer.

### Contract Signing –

The Office of Contracts will submit all documents to this drawer instead of mailing hard copies to the bid winner

Only the prime contractor will be given access

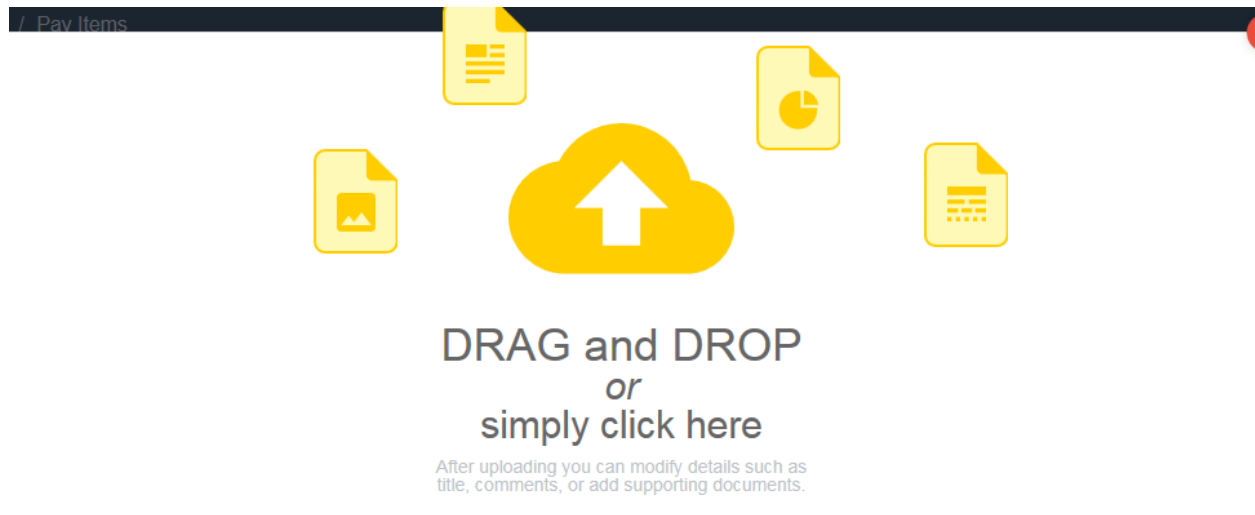
The bond will be verified and the contract signed here

This is the only drawer in Doc Express that requires a digital signature – BUT only the person who signs the contract will need one, no one else

The first time you open this drawer, a wizard will help you through the process of getting a digital signature

## SUBMITTING MULTIPLE DOCUMENTS AT THE SAME TIME

In many of the drawers, you not only have the option to submit 1 document and link it to multiple types but you can now submit multiple documents at once and link them to one or multiple types. To do so, click on the Submit Document button and then click on the “Want to Upload Multiple Documents?” The following graphic will be displayed. Click on the arrow to choose to submit multiple documents at once.



If you prefer to submit a **single file** [click here](#).

Go to and highlight the documents to submit, then click Open.

Select the type(s) and then “sign” by checking the box and click Save.

Each of the multiple documents will be shown (see below) while they are being submitted and then will disappear as they are each displayed as individual submittals in the drawer with each having a status of Submitted.

## Payrolls

25-0803-175 - Creston - IMN-080-3(175)119-0E-25 (JW test) - PCC Pavement - Grade & New

Submit Document

Actions ▾

PR Norris #01.pdf 0.1 MB	PR Norris #02.pdf 0.1 MB	PR Norris #03.pdf 0.1 MB	PR Norris #04.pdf 0.1 MB
-----------------------------	-----------------------------	-----------------------------	-----------------------------

### INITIAL SCREENS WHEN SUBMITTING A DOCUMENT - -

Notice that with all submittal screens you have an option to make a comment and to add supporting documents. A supporting document is simply additional documentation for the original submittal. If there is a supporting document added, it will be included in the log when viewing the list of documents. Also, the number of supporting documents for that submittal will be displayed on the left side of the screen.

### Pay Items drawer submittal screen -

To submit a document, first select the contract and the appropriate drawer and then click the Submit Document button. After you click the Submit Document button, the screen below will be displayed.

Contracts / 25-0803-175 / Pay Items / New Document

Want to Upload Multiple Documents?

### New Document

Save

<p>* Title</p> <input type="text"/>	<p>Comment</p> <input type="text"/>
<p>* Types</p> <input type="text"/>	
<p>* Attachment</p> <input type="text"/> Browse...	
<p>Supporting Documents</p> <p><a href="#">Add a supporting document?</a></p>	
<p><input type="checkbox"/> By checking this box I am electronically signing the attached document.</p>	

### Contract Documents & Payrolls & Shop Drawing drawer submittal screen –

The submittal screen for these 3 drawers looks the same as above but without the signature line.

## Working Drawer submittal screen –

Contracts / 25-0803-175 / Working / New Document

Want to Upload Multiple Documents?

New Document Save

\* Title

\* Attachment Browse...

Supporting Documents  
[Add a supporting document?](#)

Comment

As seen above, this drawer has no type and no signature is required when submitting a new document.

## Contract Modifications, Contract Signing, and Plans drawer submittal screen –

Because the DOT will always be the original submitter of documents into these drawers, contractors and suppliers will never have a need to see the submittal screens.

## Signature drawer submittal screen -

Contracts / 25-0803-175 / Signatures / New Document

Want to Upload Multiple Documents?

New Document Save

\* Title

\* Types  
Choose one or more document types

\* Attachment Browse...

Only PDF files are allowed in this drawer

Supporting Documents  
[Add a supporting document?](#)

Comment

This submittal screen is very similar to the Contract Documents and Shop Drawing drawers EXCEPT only PDF files are allowed in the drawer.

## GIVING ACCESS TO SUBMITTED DOCUMENTS –

The prime contractor and DOT users can open and view every document that has been submitted to every drawer to which they have access. Subcontractors and suppliers; however, can open documents only if they have either submitted the document or have been given permission by another organization to do so for the contract and drawer. Permission is granted by each contractor/supplier so, for instance, when the DOT gives a sub the access to download documents in a drawer, the sub given that access can open only documents submitted by

themselves and the DOT, not documents submitted by any other contractor unless that contractor also gave them access. Even if a contractor/supplier can't open a document, they can still see the entire list of submittals.

Manage Access									
<div> <span>Disabled downloads for Supplier1 in Plans.</span> <span>Add Organizations/Users</span> </div>									
Name	Role	Contract Documents <small>on/off</small>	Contract Modifications <small>on/off</small>	Pay Items <small>on/off</small>	Payrolls <small>on/off</small>	Plans <small>on/off</small>	Shop Drawings <small>on/off</small>	Signatures <small>on/off</small>	Working <small>on/off</small>
Sub2 <small>Business</small>	Associate	<div>ON</div> <input type="checkbox"/> Enable Downloads	<div>OFF</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads	<div>OFF</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads
Supplier1 <small>Business</small>	Associate	<div>ON</div> <input type="checkbox"/> Enable Downloads	<div>OFF</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads	<div>OFF</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads	<div>ON</div> <input checked="" type="checkbox"/> Enable Downloads
sub1 <small>Business</small>	Associate	<div>ON</div> <input type="checkbox"/> Enable Downloads	<div>OFF</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input type="checkbox"/> Enable Downloads	<div>OFF</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input type="checkbox"/> Enable Downloads	<div>ON</div> <input type="checkbox"/> Enable Downloads

To give access so a contractor can open documents you submit, click the Actions button and choose Manage Access. Put a checkmark in each drawer to which the contractor has access and to whom you want to give permission to view your submittals. This option can be especially handy if you are a supplier submitting documents for a subcontractor. By giving the sub this option, they can open and view those documents submitted on their behalf.

## VIEWING SUBMITTED DOCUMENTS -

When viewing the list of submittals, the top line of each submittal displays the title given to the document by the submitter and just to the right of that name, the type in which the submittal has been placed. If the original submittal has been changed and re-submitted, when you click on the title, it will display the most current submittal. Just below the title is the company responsible for the submittal.

No one, including the submitter, can change the contents of the document while it is in Doc Express. If a change to the document is needed, it must be saved to a different location outside of Doc Express, updated, saved, and then re-submitted.

Just above the submittal date/time information for each document the number of comments and the number of supporting documents are displayed. In order to see the entire log of all activity, click the arrow on the right side of the screen just under the status.

In the far left column is the date of the submittal or transition that took place. Just to the right of that date is the time and the status of the submittal. Just under that are the comments, if any, that were made during that particular transition of the document. And, finally, on the bottom line is the company name followed by the user name of the person responsible for that transition.

(175) Dallas bridge falsework

Falsework for slab bridges

update

Submitted

Iowa DOT

Transition / Actions

(175) Dallas bridge falsework is now **overdue**. The due date was **Wednesday, May 25**

0 comments 0 supporting documents

Jun 22

09:06 AM CDT

Title Changed From (175) Bridge Falsework To (175) Dallas Bridge Falsework

Iowa DOT - Janet Wastenev

2016

To the far right, in color, is the status of the submittal – the status options vary depending on the drawer and the access of the user. Below the status is a possible transition which is dependent on the current status of the submittal as well as the access of the user who is logged in to the program. For instance, if the status is Received, that's the “end of the road” in most drawers. The Pay Items drawer may also have an Audited status following the Received status so after Audited there will be no more possible transitions shown. However, if the status is, for instance, Rejected, then there is a transition option to Resubmit Document.

If the status is anything other than Submitted or if there has been any activity that has taken place, there will be an arrow below the status. By clicking on that arrow, the log of all transactions on the left side of the screen will be expanded. If the status is Submitted, the submittal shown on the left side of the screen is the only one so there is no arrow displayed.

By default, the most current transaction is always displayed with the rest “hidden” until the arrow expands the list to display the entire log. If the list is expanded, to hide all but the most current, simply click on the arrow once again.

### REVERT TRANSITION –

If the status is Submitted, the submitter (& only the submitter) can remove the document by clicking on Actions > Remove. If the status is anything other than Submitted, the document cannot be removed.

However, if the document status is anything but Submitted, the person who last transitioned the document can revert the transition – similar to an un-do. This will revert the document back to the previous status. The Revert Transition option can be done multiple times if necessary but the document cannot be removed even if reverted back to Submitted status since there has been activity since it was originally submitted.

The Revert Transition option is available for any document not in the Submitted status by clicking on Actions.

### DUE DATES –

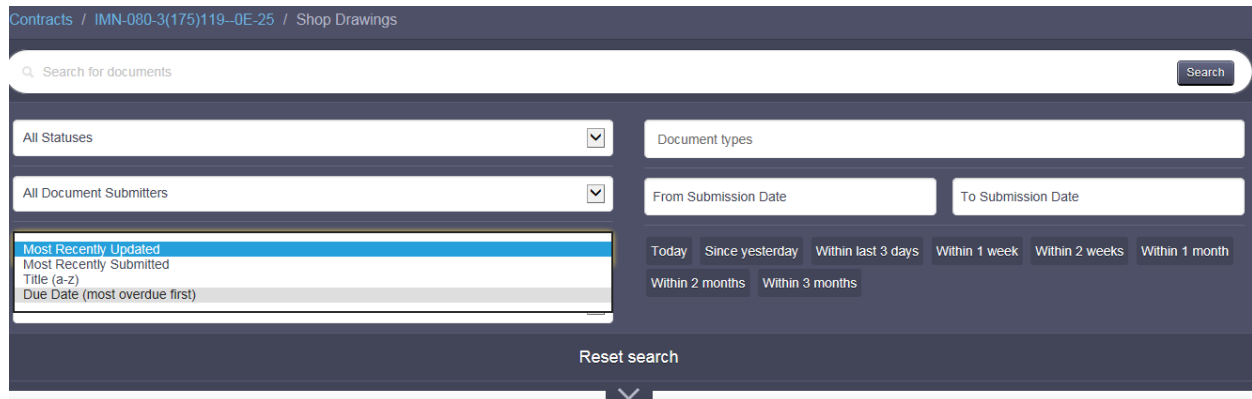
A DOT user can enter a due date for a document that anyone submits in a drawer. After the date has been entered and saved, it becomes a part of the activity log for that submittal.

The due date may be changed several times but each time it is changed that activity will be included in the log for that document. The due date and other details are displayed below the title of the document when viewing the submittals for a drawer.

The screenshot shows a document titled "(175) Dallas bridge falsework" with a status of "Submitted" in a blue box. Below the title, it says "Falsework for slab bridges" and "update". The document is from "Iowa DOT". On the right, there are links for "Transition" and "Actions". A message states: "(175) Dallas bridge falsework is now **overdue**. The due date was **Wednesday, May 25**". Below this, it shows "0 comments" and "0 supporting documents". A log entry at the bottom reads: "Jun 22 09:06 AM CDT Title Changed From (175) Bridge Falsework To (175) Dallas Bridge Falsework Iowa DOT - Janet Wasteney 2016".

As shown previously, the Dashboard contains a list of documents with past due dates for every contract to which you have access.

There is also a filter where you can select to see the order by due date with the most overdue listed first followed by others with a due date and lastly by those with no due date.



The screenshot shows the filter section of the Contract Documents Drawer. At the top, there is a breadcrumb trail: "Contracts / IMN-080-3(175)119-0E-25 / Shop Drawings". Below this is a search bar with the placeholder text "Search for documents" and a "Search" button. The filter section is divided into two columns. The left column contains two dropdown menus: "All Statuses" and "All Document Submitters". Below these is a list of filter options: "Most Recently Updated" (highlighted in blue), "Most Recently Submitted", "Title (a-z)", and "Due Date (most overdue first)". The right column contains a "Document types" dropdown menu, two date range inputs labeled "From Submission Date" and "To Submission Date", and a row of time-based filters: "Today", "Since yesterday", "Within last 3 days", "Within 1 week", "Within 2 weeks", and "Within 1 month". Below these are two more filters: "Within 2 months" and "Within 3 months". At the bottom of the filter section is a "Reset search" button.

## CONTRACT DOCUMENTS DRAWER - SUBMITTAL & TRANSITIONS

Although most of the time a DOT user submits documents to the Contract Documents drawer, there are a few times when the contractor, especially the prime, should submit so we'll go through those steps just in case you should need to do so.

Click on the Contract Documents drawer beside or below (depending on your choice of view) the appropriate contract. A list of all previously submitted documents are displayed with, by default, the most recently updated being at the top of the list. The order of the list can be changed by opening the filter section (clicking on the horizontal lines below the search field) and changing that field.

## SUBMIT -

Click the Submit Document button and enter the appropriate information in the title field and then select the appropriate type(s). **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)** To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar is on the right to see additional types). You can multi-select types so if, for instance, a submittal should be linked to 2 types, you can select both types at once during this process.

New Document

Save

\* Title

Comment

Types

- Addendum
- Agreements for Private Property Used by Contractor (Construction Manual 2.26)
- Asbestos Abatement Report
- Clean Water Act Section 404 Permit
- Construction Pay Estimate
- Construction Support Forms

Browse to the location of the attachment and select it. Add Supporting Documentation (additional information for the submittal) if desired. Make a comment if desired and then click the Save button. Saving the document will return you to the list of submittals with this new one being, by default, at the top of the list.

At this point you as the submitter can delete the document if you wish. However, once any activity such as a comment is made by anyone including yourself or the submittal has been transitioned, neither you nor anyone else can delete it. If, however, the document was mistakenly submitted and a comment made, etc. to prevent you from being able to Remove it, contact Janet or Dean and they can “archive” the document. Archiving the document doesn’t delete it but actually hides it so it remains a part of the contract – but just is “out of sight, out of mind!”.

If you or someone else wants to make an additional comment or add supporting documentation to this submittal, click on the word “comment” and another window (shown below) will be displayed where you can see previous comments, if any, and add your comment. Comments can be added at any time.

Comments

No comments found.

Add comment Close

If a submittal is Rejected, you should Resubmit a corrected one so it “replaces” the original one rather than submit the corrected one as a new submittal.



## LOG -

### Contract Documents

Janet Training - 01-0923-034 HMA Resurfacing/Cold In-Place Recycling - STPN-092-3(34)-2J-01

Submit Document

Actions ▾

Outlook notes Correspondence Received

Iowa DOT

[Add a new comment](#)

Feb 13 2015

02:56 PM EST Received  
Iowa DOT - Jennifer Strunk

Above is an example of a submittal in a collapsed view. Notice the arrow to the far right of the submittal is pointed down. That means the submittal is being displayed in a collapsed view.

If the submittal had been linked to more than 1 type, all types would be listed following the title. In the example above, Correspondence is the type displayed and, if there was another type linked to this same submittal, it would be displayed just to the right of the Correspondence type.

Below is an example of the same submittal but with all transitions (in this case, just 2) being displayed. When all the transitions are displayed, the arrow mentioned above is pointed up.

### Contract Documents

Janet Training - 01-0923-034 HMA Resurfacing/Cold In-Place Recycling - STPN-092-3(34)-2J-01

Submit Document

Actions ▾

Outlook notes Correspondence Received

Iowa DOT

[Add a new comment](#)

Feb 13 2015

02:56 PM EST Received  
Iowa DOT - Jennifer Strunk

Feb 13 2015

02:56 PM EST Submitted  
Download version 1  
Iowa DOT - Jennifer Strunk

## PAY ITEMS - SUBMITTALS & TRANSITIONS

Click on the Pay Items drawer beside or below the appropriate contract. A list of all previously submitted documents are displayed with, by default, the most recently updated being at the top of the list. The order of the list can be changed by opening the filter section (clicking on the horizontal lines below the search field) and changing that field.

## SUBMIT -

Click the Submit Document button and enter a descriptive title (**If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.**) and then select the appropriate type(s). To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar on the right to see additional types). You can multi-select types so if, for instance, a submittal should be linked to 2 types, you can select both types at once during this process. The top few types in this drawer are the same for every contract with the rest of the types being totally dependent on the contract.

Remember, you can submit multiple documents at once to the same type(s) if you wish. Details on Page 18.

New Document Save

\* Title

Comment

\* Types

- Central Materials Input
- Contract Modification Item Certs
- District Materials Input
- Materials Acceptance Report
- Materials Source Report
- 0010 SPECIAL BACKFILL
- 0020 EMBANKMENT-IN-PLACE, CONTRACTOR FURNISH

☒ By checking this box I am electronically signing the attached document.

Following those top few routine types is every pay item (proposal line item with item description) in the contract. Those items are followed by “groupings” for HMA Items, PCC Paving, PCC Structure, and/or Pile Driving Information, if appropriate.

Add Supporting Document (additional information for the submittal) if desired and also make a comment if desired. Neither is required.

Before the submittal can be saved, you must electronically sign the document by checking the “box”. See below –

New Document Save

\* Title

Comment

\* Types

Materials Source Report x

\* Attachment  Browse...

Supporting Documents  
[Add a supporting document?](#)

☒ By checking this box I am electronically signing the attached document.

If a submittal is Rejected, you should Resubmit a corrected one so it “replaces” the original one rather than submit the corrected one as a new submittal.

If you click the Save button without “signing” the submittal, the following screen will be displayed. If this happens, simply check the box for the signature and then click Save again.

New Document Save

! Signature agreement must be confirmed

\* Title Comment

Janet's Source Report

\* Types

Materials Source Report x

\* Attachment

C:\Users\jwasten\Downlo Browse...

Supporting Documents

[Add a supporting document?](#)

☐ By checking this box I am electronically signing the attached document.

Even after you have submitted and signed your approval, you (and ONLY you) because you were the submitter can remove the document if you wish. Do so by clicking on the word Action > Remove. However, once any activity has taken place on this, neither you nor anyone else can remove it.

If you or someone else wants to make an additional comment or add supporting documentation to this submittal, click on the word "comment" and another window (shown below) will be displayed where you can see previous comments, if any, and add your comment. Comments can be added at any time.

Comments

! No comments found. x

Add comment Close

It is the responsibility of the DOT users to transition the submittals to Received and/or to Audited in the Pay Items drawer.

## LOG -

See the following graphic with the submittals in the collapsed view (showing only the most current action) -

The screenshot displays a list of submittals in a software application. Each entry consists of a title, a status button, a date and time, and a user name. The first entry, 'Guardrail Cert', has a status of 'Audited' and was submitted by Janet Wastenev on August 28, 2015. The second entry, 'Mtl Acceptance Report', has a status of 'Submitted' and was submitted by Jennifer Strunk on August 28, 2015. The third entry, 'Jasper w/e 11/15/15', has a status of 'Received' and was submitted by Jennifer Strunk on August 28, 2015. Each entry also includes a link to 'Add comment / supporting document'.

If you notice that a submittal has a status of Audited, that means that a materials user has already audited that item and has marked it as such so they won't need to check it again when the project work is finished.

To see all activity for a given submittal, click the down arrow (under the status button) and every transaction will be displayed for only that specific submittal.

If the submittal is linked to more than 1 type, each type is listed following the title.

## CONTRACT MODIFICATIONS DRAWER - SUBMITTALS & TRANSITIONS

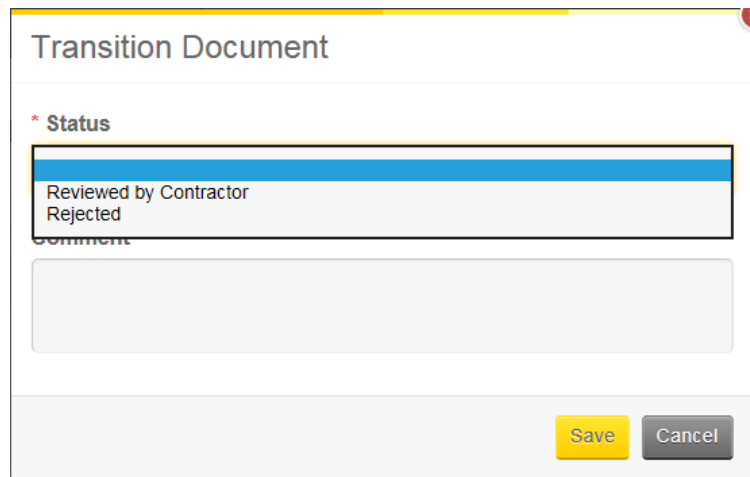
Cont mods are created in the FieldManager program and then are submitted to the Contract Modification drawer by a DOT user where they are signed by all appropriate people. Once all the required signatures are obtained in Doc Express, the cont mod is approved in FieldManager.

## SIGNING -

When the cont mod is first submitted to the Contract Modifications drawer, notifications are sent by e-mail to the contractor unless they have opted out of receiving them. Notifications, as explained earlier, make the users aware there is a cont mod waiting for their signature. The e-mail notice is similar to the following –

The screenshot shows an email notification for a contract modification. The subject line is 'Creston - 88-0342-256 Bridge Replacement - PPCB'. Below the subject, it says 'project number(s) goes here'. The body of the email includes the text 'CO #02 Iowa DOT' and a blue box containing the date and time '10/24/2014 04:08 PM EDT - Submitted' and the user 'Iowa DOT - Jennifer Strunk'. At the bottom, there is a blue box with the text 'This document can be progressed to Reviewed by Contractor'.

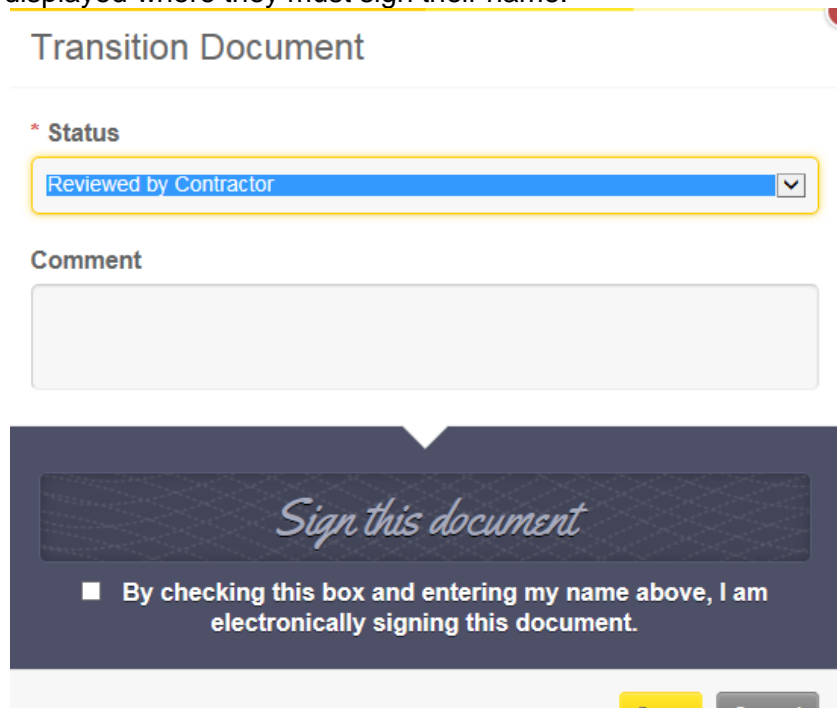
In the previous example, the prime's name is prime 2014. It is now the prime's responsibility to open and look at the cont mod and then transition the it. To do so, click on the word Transition and the following graphic will be displayed. The prime contractor's transition options are either to "approve" it by choosing the Reviewed by Contractor option or to reject it by clicking on the Rejected option. The following graphic shows those transition options.



The image shows a web form titled "Transition Document". It has a red close button in the top right corner. Below the title is a section labeled "\* Status" with a dropdown menu. The dropdown menu is open, showing two options: "Reviewed by Contractor" (highlighted in blue) and "Rejected". Below the status dropdown is a text input field labeled "Comment". At the bottom right of the form are two buttons: "Save" (yellow) and "Cancel" (grey).

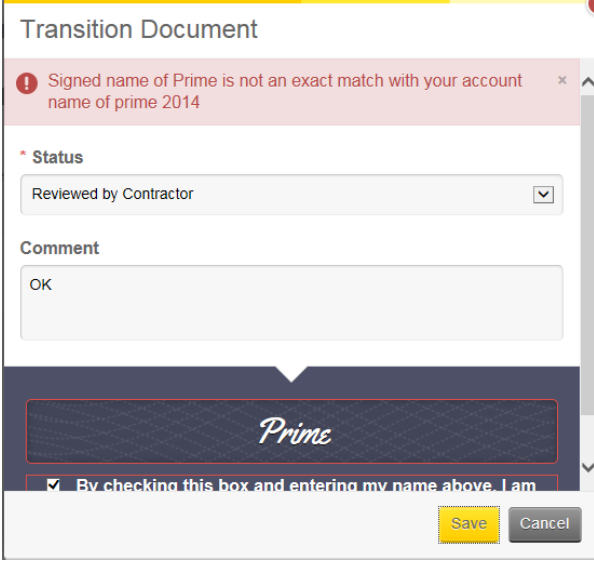
If the contractor selects Rejected, everyone (unless they have opted out of the notifications) will receive notice that the cont mod has been rejected. Even though comments are optional, they are highly recommended when the Rejected option is selected.

If the contractor chooses the Reviewed by Contractor option and then Save, the following screen will be displayed where they must sign their name.



The image shows the same "Transition Document" form, but with the "Status" dropdown menu set to "Reviewed by Contractor". Below the "Comment" field is a dark blue banner with the text "Sign this document" in a cursive font. Below the banner is a checkbox with the text "By checking this box and entering my name above, I am electronically signing this document." At the bottom right of the form are two buttons: "Save" (yellow) and "Cancel" (grey).

When signing the cont mod, the name typed in as the signature MUST match EXACTLY the name of the user logged into the program at that time. If they are not an exact match – and it is case sensitive – a screen similar to the following will be displayed. If you get such a screen, just re-type the name correctly and Save.



The screenshot shows a web form titled "Transition Document". At the top, there is a red error message: "Signed name of Prime is not an exact match with your account name of prime 2014". Below this, the "Status" dropdown menu is set to "Reviewed by Contractor". The "Comment" field contains the text "OK". A signature box with the word "Prime" in cursive is visible. At the bottom, there is a checkbox labeled "By checking this box and entering my name above, I am" and two buttons: "Save" and "Cancel".

Once the contractor signs and then saves the cont mod, the status of the cont mod will change to Reviewed by Contractor and a notification stating that the contractor has signed the cont mod is automatically sent to others with access to that drawer.

Notice the Supporting Document field. A file can be “attached” to the contract modification at any time. This file will remain in Doc Express as a permanent part of the contract modification. Reminder – the supporting documentations can be seen by everyone with access to that drawer.

## LOG -

The expanded log of activity for the cont mod is easily accessible by clicking the down arrow on the right side of the screen, directly across from the submittal. Every transaction, including the date, time, person responsible, and more is listed. To see only the most recent transaction, click the arrow again and the log will be collapsed. Following is an expanded log.

Nov <b>24</b> 2014	12:19 PM EST <b>Reviewed By Fhwa</b> reviewer1 - Reviewer1 2014
Nov <b>24</b> 2014	12:18 PM EST <b>Reviewed By Central Office</b> Iowa DOT - Test Central
Nov <b>24</b> 2014	12:15 PM EST <b>Reviewed By District Construction Engineer</b> Iowa DOT - Test dce
Nov <b>24</b> 2014	12:05 PM EST <b>Reviewed By Resident Engineer</b> Iowa DOT - Tester RCE
Nov <b>24</b> 2014	12:01 PM EST <b>Reviewed By Contractor</b> prime - prime 2014
Nov <b>24</b> 2014	11:53 AM EST <b>Submitted</b> <a href="#">Download version 1</a> Iowa DOT - Jennifer Strunk

## SIGNING HISTORY -

When viewing the contract modification document, the signature page is displayed. The signature page automatically becomes part of the cont mod as soon as the first signature has been obtained in Doc Express. As additional signatures are obtained, the names and dates are added to the appropriate level. A sample of a signature page follows

When the cont mod is marked Completed in Doc Express by a DOT user, the status of that same cont mod should then be changed to Approved in the FieldManager program by a DOT user.

## Doc Express Document Signing History

Contract: August Letting Document: CO #01

Date	Electronically Signed By
12/02/2014	prime 2014 prime (Reviewed by Contractor)
12/02/2014	Tester RCE Iowa DOT (Reviewed by Resident Engineer)
12/02/2014	Test dce Iowa DOT (Reviewed by District Construction Engineer)
12/02/2014	Test Central Iowa DOT (Reviewed by Central Office)
12/02/2014	Reviewer1 2014 reviewer1 (Reviewed by FHWA)

## PAYROLLS DRAWER – SUBMITTALS & TRANSITIONS

The prime contractor is the only organization that can submit certified contractor payrolls to the Payrolls drawer in Doc Express. Subcontractors continue to send their payrolls to the prime, the prime continues to certify by signing those payrolls, and then submitting them to the appropriate type in the Payrolls drawer. There is a separate type for every contractor associated to the contract. If you discover that there is no type for a specific contractor, contact Janet or Dean and request them to add a type for that contractor's name.

When giving the payroll a title, remember that using 2 digits rather than 1 for the numbering system will allow the submittals to sort in a "normal" numerical order. For example, for the first payroll for a given type, instead of entering that it's PR 1 w/e 06/18/16, enter it as PR 01 w/e 06/18/16. **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.) BE CONSISTENT IN THE NAMING CONVENTION FOR ALL SUBMITTALS.**

### SUBMIT -

The submittal screen (shown below) is the same as for several other drawers. As stated previously, there is a type for each contractor associated to the contract.

The screenshot shows the 'New Document' submittal screen. At the top, a breadcrumb trail reads 'Contracts / 25-0803-175 / Payrolls / New Document'. Below this is a blue banner with a cloud icon and the text 'Want to Upload Multiple Documents?'. The main form area is titled 'New Document' and includes a yellow 'Save' button in the top right corner. The form contains several fields: a required 'Title' field, a 'Comment' field, a required 'Types' field with a dropdown menu labeled 'Choose one or more document types', and an 'Attachment' field with a 'Browse...' button. At the bottom, there is a 'Supporting Documents' section with a link 'Add a supporting document?'.

The prime contractor submits the payroll, gives it a title, selects the appropriate type (each type relates to a contractor's name), attaches the payroll, and enters a comment if desired then clicks the Save button. **If a contractor isn't listed in the Payrolls drawer, contact Janet or Dean to have the name added to the list of types.** Supporting documents (additional notes, documents, etc for the submittal) can be added if desired. Once the submittal has been saved, the DOT user is required to check and then Receive the payrolls.

If you happen to submit the payroll to the wrong type, because you are the submitter, you can remove the document and resubmit it to the correct type. However, once the payroll has been Received, it cannot be removed. If it is accidentally submitted and received in the wrong contract, you can contact either Janet or Dean to archive (hide) the document so it is no longer displayed in the list of payrolls.



If a payroll is Rejected, you should Resubmit a corrected one so it “replaces” the original one rather than submit the corrected one as a new submittal.

## WORKING DRAWER – SUBMITTALS & TRANSITIONS

This is a staging drawer which means the intent of this drawer is to be used for documents that may be submitted, updated, re-submitted, changed again, re-submitted, etc. until the final iteration is obtained. At that point, the final document is published by a DOT user to a specific drawer and type where it will initially have a status of Submitted in the new drawer. The same or a different DOT user will change the status to Received and the submittal will remain in that location for the life of the contract. All iterations of the document as well as the log of all transitions will remain in the Working drawer.

### SUBMIT -

Anyone can submit a document to this drawer and any user can update the document and re-submit it. A log of every transaction is maintained along with the date/time/user name, etc

The original submittal screen shown below is very similar to other submittal screens except this drawer has no types so there is no type field. **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)** You can submit multiple documents at the same time just as you can in the other drawers. More instructions on doing this on Page 18.

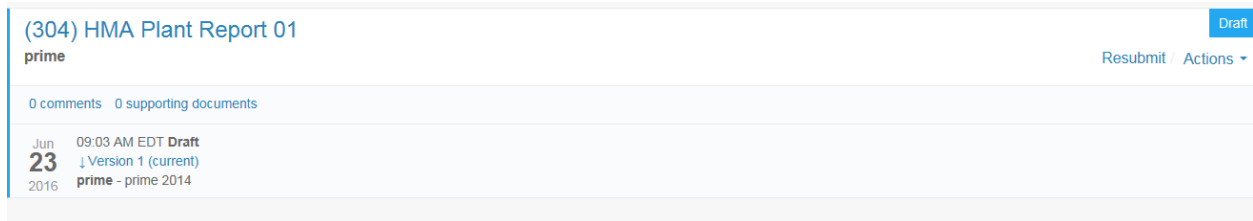
Notice there is an option to add Supporting Documents (additional notes, documents, etc.) for the submittal.

The document shown below was submitted by the prime contractor and has a status of Draft. They can remove the submittal (because they were the submitter and no other activity has occurred) by clicking Actions and choosing Remove.

Assuming they haven't opted out of receiving notifications, others with access to this drawer will receive notification when a submittal has been made. Anyone with access to this drawer can copy the submittal to their hard drive, make changes, and re-submit it to this same location. The original submittal will remain but the revised will be shown as the most current..

Even though the document itself may be changed, the title remains the same.

To look at and potentially change the document, open it by either clicking on the title or the most current Download version number and save it to a location of your choice. (If you click on the title, it will display the same document as the most current Download version number.) After making the changes/updates as needed, save the document, and then click Resubmit for that submittal. (See below)



A resubmittal screen will be displayed where you browse to the appropriate location of the updated document and enter a comment if you wish then Save.

A screenshot of a "Resubmit Document" form. The title "Resubmit Document" is at the top. Below it is a section labeled "\*Attachment" with a text input field and a "Browse..." button. Underneath is a "Comment" section with a large text area. At the bottom right of the form are two buttons: "Save" (yellow) and "Cancel" (grey).

Once you click the Save button, this updated document will become the top submittal shown in the log. The log will include this and all previous documents submitted as well as the date/time/user details.

#### LOG -

Notice in the following graphic that user Janet copied the original document, made some changes, and then resubmitted it. The status is still Draft. The document can be copied again by another user, modified, and then resubmitted to the original location in Doc Express as many times as needed until the final iteration is agreed upon.

## (304) HMA Plant Report 01

prime

Draft

Resubmit Actions ▾

0 comments 0 supporting documents

Jun 23 12:14 PM EDT Draft  
↓ Version 2 (current)  
2016 Iowa DOT - Janet Wastenev

Jun 23 09:03 AM EDT Draft  
↓ Version 1 (oldest)  
2016 prime - prime 2014

Once the document's final iteration has been determined, a DOT user should Publish the document to the chosen drawer and type where it will automatically have a status of Submitted in the new location. (Only DOT users are allowed to Publish documents) A DOT user will change the status to Received and the document will remain in this new drawer/type for the life of the contract. All previous iterations of the document remain in the log of the Working drawer for the life of the contract.

### SHOP DRAWINGS DRAWER – SUBMITTALS & TRANSITIONS SUBMIT -

To submit a shop drawing, click on the Shop Drawings drawer and then the Submit Document. Either the prime contractor or a subcontractor can submit drawings. **The naming convention for a submittal to the Shop Drawings drawer is to be as follows –**

**paren number of the PROJECT (not necessarily the contract in case of tied projects) followed by the county name and design number (if applicable) followed by a description of the submittal.**

**(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)**

Multi-selecting from the list of types in this drawer is an option just the same as it is in all the other drawers. Whether the shop drawing is linked to 1 or many types, the process is the same. You can also submit multiple documents at once to the same type(s) – details on that starting on Page 18.

Like all other drawers, the original submitter has the option to remove (Actions > Remove) the document until it has had any kind of activity (comments, transition, etc.).

A DOT user or user acting on behalf of the DOT transitions the document (as seen below), which could result in the submitter either doing nothing more or making corrections and re-submitting. In the case below, the original submitter should make the changes requested and resubmit the document by clicking on Resubmit.

## (206) Steel Overhead Truss Structure

Highway sign support structures (i.e. trusses, cantilevers, & bridge mounts)

prime

Amend and Resubmit

Resubmit Actions ▾

1 comment 1 supporting document

Jun 23 08:41 AM EDT Amend And Resubmit  
↓ corrected overhead truss drawing  
2016 make corrections noted on supporting document  
Iowa DOT - Janet Wastenev

Unless they have opted out of receiving them, a notification is sent to those who have access to the Shop Drawing drawer as soon as a submittal has been saved. Whoever should review the

document (a DOT user or someone acting on the DOT's behalf) can look at it by clicking on the title or the most current Download version and can also look at supporting documentation. They have the option to either Open or Save the document.

If the DOT or person acting on their behalf wants changes to be made to the document, they should note that in the comments before they transition the document. Their options to transition are –

- Review Not Required
- No Exceptions Taken
- Make Corrections Noted – No Resubmittal Necessary
- Amend and Resubmit
- Rejected

The status that is selected by the DOT user during each process will determine how many future submittals and transitions will need to take place. There is no limit to that number.

If the shop drawing needs specific changes to be made by the contractor before being re-submitted, the DOT may include a “marked up” copy of the original submittal as supporting documentation when they transition the submittal. Because it is a supporting document, that marked up copy will not be reflected in the title but will rather be seen in the log.

If changes and a resubmittal are required, the resubmitted document should NOT be submitted as a new document but rather should be resubmitted so it overwrites the original document. Do so by going to the original submittal and clicking Resubmit. By doing so, all iterations of the shop drawing are in the same location rather than having multiple entries for various versions of the same document.

Clicking on the title displays the most current Download Version in the log. It does not display the Supporting documentation.

When the final iteration of the shop drawing is determined, the status should be either Review Not Required or No Exceptions Taken or Make Corrections Noted – No Resubmittal Necessary. The final drawing as well as all iterations of that drawing will remain in the Shop Drawings drawer for the life of the contract. After the final iteration of the document has been determined, a materials user will transition the document to an Audited status.

#### **LOG -**

Notice in the following graphic that user Janet transitioned the original document to Amend and Resubmit and included a marked up copy as a supporting document. The document was then copied by the contractor, modified, and then resubmitted to the original location in Doc Express. This re-submittal process can happen as many times as needed until the final iteration is agreed upon.

(206) Steel Overhead Truss Structure

Highway sign support structures (i.e. trusses, cantilevers, & bridge mounts)

Submitted

prime

Actions ▾

2 comments 1 supporting document

Jun 23 2016

08:47 AM EDT Submitted  
↓ Version 2 (current)  
corrected as requested  
prime - prime 2014

Jun 23 2016

08:41 AM EDT Amend And Resubmit  
↓ corrected overhead truss drawing  
make corrections noted on supporting document  
Iowa DOT - Janet Wastenev

Jun 23 2016

08:39 AM EDT Submitted  
↓ Version 1 (oldest)  
prime - prime 2014

The shop drawings will remain in the Shop Drawings drawer throughout the life of the contract.

## SIGNATURE DRAWER – SUBMITTALS & TRANSITIONS

The Signature drawer contains several forms that require one or multiple signatures. There is no specific signing order in this drawer. In other words, the contractor may or may not be required to sign a form first – or in many cases the contractor will not sign at all!!

**Most types in this drawer are unique to the DOT and do not require contractor signature;** however, because a few do we'll go through the steps. Each type listed in the drawer is a form that no longer needs a wet signature but rather the electronic signature in Doc Express is accepted.

Just because you receive a notification that a document has been submitted to this drawer, that does NOT mean you need to sign it. If you didn't sign the form on paper, don't sign it here. If you have a question as to whether or not you should sign it, contact the RCE Office administering the contract.

If you wish to see all the types (forms) in this drawer, look in Appendix B of this user guide or in Doc Express click Submit Document and put the cursor in the Types field then scroll down.

## SUBMIT -

Click the Submit Document button and enter the appropriate information in the title field. **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)** Select the appropriate type. To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar on the right)

Like other drawers, adding a Supporting Document (an additional document for the submittal) is an option when submitting into this drawer.

Browse to the appropriate type and enter a comment if desired then Save. You as the submitter have the option to Remove it until someone comments or any other activity takes place. If you are the first who should sign the document, click Transition and select the appropriate status.

Remember, the required signatures is dependent on the form. If you are a signer, type in your name and check the box then Save. If additional documentation should be attached to this document, click on Supporting Documents and browse to their location and then Save.

**REMEMBER - - JUST BECAUSE YOU RECEIVED A NOTIFICATION OF ACTIVITY IN THIS DRAWER DOES NOT MEAN YOU HAVE SOMETHING TO SIGN. IF YOU DIDN'T SIGN IT ON PAPER, YOU DON'T SIGN IT HERE.**

**\*\*\*If you signed and shouldn't have, click Actions > Revert Transition. This will revert the status back to what it was prior to your signing.**

As shown in the following graphic where the form was completed requiring only 2 signatures, only those 2 are displayed. The number of signatures required is completely dependent on the form involved. When all signatures have been obtained, a DOT user marks it Completed.

# Doc Express Document Signing History

Contract: BRFN-051-1(16)--39-03 Document: Items 0020 and 0110

Date	Electronically Signed By
09/16/2015	Jesse Delaney Skyline Construction (Signed by Contractor)
09/16/2015	Ron Loecher Iowa DOT (Signed by Resident Engineer or designee)

## PLANS DRAWER – SUBMITTALS & TRANSITIONS

This drawer is intended for project plans to be submitted, updated, etc. until the project work is done. At that time the final set of plans should be Published by a DOT user to the Contract Documents drawer > Project Plans type. Although only DOT users submit to and update this drawer, the intent of this drawer is that all users have access to it resulting in everyone working from the same and most current set of plans for the project.

Once the project work is complete, the final set of plans should be Published to the Contract Documents drawer, Project Plans type. All iterations of the plans remain in the Plans drawer.

### SUBMIT –

Only DOT organization users can submit to the Plans drawer. It is also the only organization that can transition a submittal. A log of every transition, including date/time/user name, etc. is maintained. **Every user and organization should have access to this drawer so everyone has access to the most current set of plans.**

The “**As Advertised**” set of plans is to be **submitted** to the Plans drawer as soon as possible **by the RCE Office** but at a minimum 2 weeks prior to the letting date. They should enter the project number in the title and then in the comments enter “**As Advertised**”. That shouldn’t be put that in the title since the plans may change after they are advertised so the title would no longer reflect what is submitted. (Other pre-contract details such as proposal, etc. are to be submitted by the RCE Office but to the appropriate type in the Contract Documents drawer instead of the Plans drawer.)

Once the letting has occurred, if there were changes from the “As Let” set of plans, **the Office of Contracts will click the Re-Submit option and submit an “As Let” set of plans** which includes any addendums and in the **comments field enter “As Let”** to distinguish it from the initial set of plans. **This updated set of plans will replace the previous set at the top of the list of submittals so the most current is always seen when opening this drawer.**

The RCE Office is to be notified of any additional revisions **following** the submittal of the “**As Let**” set of plans. Once notified, the **RCE Office** is to resubmit the updated set of plans which will “overwrite” the previous set so everyone has access to and is working from the same and most current set of plans. They should enter a comment to describe the new submittal. If

everyone has the notification option turned “on” for the Plans drawer, each time the plans are updated, they will be notified.

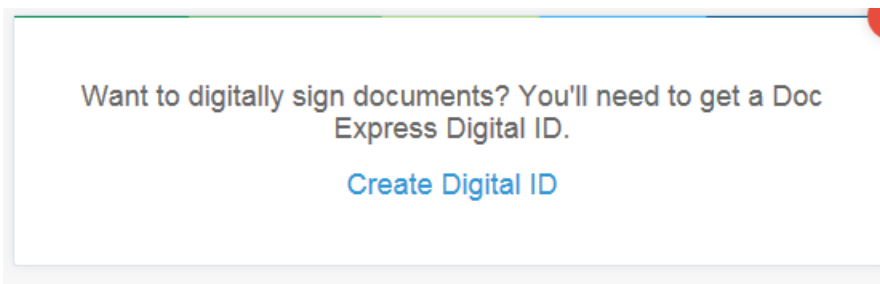
When the contract work is finished, the most current set of plans is to be Published by a DOT user. The published location is the Contract Documents > Project Plans type where the plans will remain a permanent part of the contract records.

## CONTRACT SIGNING – SUBMITTAL & TRANSITIONS

ONLY the prime contractor is given access to this drawer.

It is very important that you turn on the notifications for the Contract Signing drawer in order to know when the Office of Contracts submits the contract documents. Even though you may already have notifications set the way you want them, since this is a new drawer it will by default be turned “off”. **So... it's really important for you to re-visit the notifications (Preferences > Notifications) and turn the Contract Signing drawer “on” in the Ready to be Progressed section to be e-mailed when the Office of Contracts has submitted the contract documents.**

This is the only drawer that requires a digital signature BUT only the person(s) who actually sign the contract will need it. Others working within the drawer will not need the digital ID.



The first time you open the Contract Signing drawer, a wizard will help you obtain your digital ID. This signature is different from the BidX digital ID. If you do not require the digital ID, simply close the wizard by clicking on the red X.

If you do need a digital ID, click on Create Digital ID and follow the wizard. You don't necessarily need to wait until you must sign the contract to obtain the digital ID – this is something you can do once you have the Contract Signing drawer. **You will not need to do this each time you open the drawer.**

As part of getting your digital ID, you will be given a contractor number (business number) which you will need to furnish to your bonding company who is working with Surety 2000 as part of verifying the performance bond within Doc Express. Surety 2000 will then furnish you with a bond ID.

Beginning with the August, 2016 letting, all STATE contract documents are submitted to this drawer instead of being mailed to the contractor. The process for LOCAL AGENCY contract documents will remain unchanged. A sample of some of the submittals made by the Office of Contracts is in the following graphic.



## Contract Signing

25-0803-175 - Creston - IMN-080-3(175)119-0E-25 (JW test) - PCC Pavement - Grade & New

Submit Document

Actions

### Subcontractor Request Instructional Letter

Other Required Documents

update

Submitted

Iowa DOT

Transition Actions

0 comments 0 supporting documents

Jun 23 01:30 PM CDT Submitted  
Version 1 (current)  
Iowa DOT - Janet Wasteney

### Signed Tax Certificates

Other Required Documents

update

Submitted

Iowa DOT

Transition Actions

0 comments 0 supporting documents

Jun 23 01:30 PM CDT Submitted  
Version 1 (current)  
Iowa DOT - Janet Wasteney

### BO 013 13-1313-013 Contract Document

Contract

update

Submitted

Iowa DOT

Transition Actions

0 comments 0 supporting documents

Jun 23 01:27 PM CDT Submitted  
Version 1 (current)  
Iowa DOT - Janet Wasteney

When the prime contractor is ready to sign the contract, they will be required to verify the performance bond first. Click on Verify Performance Bond beside the submittal containing the contract document. You will need the bond ID which was furnished to you from Surety 2000. A screen similar to the one below will be displayed.

### Performance Bond

**Surety**  
Surety 2000

**Contract Number**  
25-0803-175

**Contractor ID**  
BUSINESS781

**\* Bond ID**

Enter the bond ID and then click Verify Bond. After the bond has been verified, you'll be able to digitally sign the contract. Tax certs and other documents you formerly received with the signed contract will be placed in the drawer. The process you had before remains the same – if you didn't sign it on paper but just kept a copy for your records, don't sign it in Doc Express. All documents in the Contract Signing drawer will remain there for the life of the contract.

## ONLY IF YOU ARE THE PRIME CONTRACTOR –

You as the prime contractor can give subcontractors and/or suppliers access to drawers in your contract. You can also enable them to download documents that only your company submitted in any given drawer. You cannot give them permission to open documents other organizations submitted. For that to happen, that company will need to enable downloading for them. This access is given on a drawer by drawer basis. **The ability to allow another organization to open their submittals can also be given by any subcontractor or supplier, not just the prime contractor.** Do so by opening the contract to which you want to give access and then clicking the Actions > Manage Access. (see below)

Contracts / Janet Training - 01-0923-034 HMA Resurfacing/Cold In-Place Recycling

### Janet Training - 01-0923-034 HMA Resurfacing/Cold In-Place Recycling

STPN-092-3(34)-2J-01

prime Adair County Hwy 92 Letting Date: May 20 2014 Bid Order Number: 151 tag 1, tag 2

Contract Documents	1
Contract Modifications	
Pay Items	5
Payrolls	1
Shop Drawings	2
Signatures	1

The Manage Access screen will be displayed where you as the prime contractor can add, adjust, or remove access to drawers for subs and suppliers. If you also want an organization to be allowed to open your company's submittals (on a drawer by drawer basis), click in the Enable Downloads for those drawers. As stated previously, this is granted on a drawer by drawer basis.

### Manage Access

Add Organizations/Users

Enabled downloads for sub1 in Pay Items.

Name	Role	Contract Documents	Contract Modifications	Pay Items	Payrolls	Shop Drawings
Manatt's Inc. Business	Associate	OFF <input type="checkbox"/> Enable Downloads	OFF <input type="checkbox"/> Enable Downloads	ON <input checked="" type="checkbox"/> Enable Downloads	OFF <input type="checkbox"/> Enable Downloads	ON <input checked="" type="checkbox"/> Enable Downloads
Review Company Business	Associate	OFF <input type="checkbox"/> Enable Downloads	OFF <input type="checkbox"/> Enable Downloads	ON <input type="checkbox"/> Enable Downloads	OFF <input type="checkbox"/> Enable Downloads	ON <input checked="" type="checkbox"/> Enable Downloads
sub1 Business	Associate	OFF <input type="checkbox"/> Enable Downloads	OFF <input type="checkbox"/> Enable Downloads	ON <input checked="" type="checkbox"/> Enable Downloads	OFF <input type="checkbox"/> Enable Downloads	ON <input checked="" type="checkbox"/> Enable Downloads

Displaying all 3 entries

To give access to a new subcontractor, click the Add Organizations button and the following screen will be displayed where you enter the sub's or supplier's name or a partial name then click Search. All possibilities of that name will be listed. By clicking on the appropriate name, they will be checked.

Once you have selected the contractor, click Next and the following screen will be displayed which lists all users (only 1 in this company) for that organization. You can give access to only certain users within that company or the company as a whole (I always give access to the company as a whole).

If you want to give them access to all drawers, put a checkmark in the Grant Access to All Drawers option. **EVERYONE should be given access to the Plans drawer. NO sub or supplier should be given access to the Payrolls drawer.**

The subs are to continue to furnish their payrolls to the prime and the prime is to check them, sign them, and then submit them to the Payrolls drawer

When finished managing access, click the Update button.

***FYI – When I initially set up a contract in Doc Express, if I know the subs at that time, I give them access to all drawers except the Payrolls, Contract Modifications, and Contract Signing drawers and also check the Enable Downloading option so they can open all DOT submitted documents. If I don't know the subs until later, I add them at that time giving them the same access as I would have earlier. The prime has the right to change their subs' and suppliers' access if they so desire. To do so, click on Actions > Manage Access and make adjustments at that screen.***

If you want to remove a contractor entirely from having access to the contract, click on the red x to the far right of the organization's name, confirm that you want to remove their access to the contract, and then click the Update button. If you delete an organization and they had submitted documents, those documents will remain in the drawer and contract where they were originally submitted.

If a subcontractor or supplier should be added but they don't have anyone with access to the Doc Express program, they must first create an account and register as explained in the first few pages of this guide. **Only the first person in each organization should register to get access to the Doc Express program.** After that, the first person should go to the My Account screen and invite the rest of the users in that organization to join.

## APPENDIX A – SUGGESTED NAMING CONVENTIONS

After the drawer has been filtered for a specific type, consistent naming conventions help users sort documents in a certain order if they are entered consistently. The letters in front of some of the titles are so when receiving a real time notification, you know what type (folder) that number or that week ending date is for. Without the letters, you can't determine from the real time notification whether it's, for instance, a cont mod or an estimate or whatever.

The reasoning for using the titles as suggested (very highly suggested!!) are in red below each.

In General for All Drawers -

Title – if entering a date, use 6 digits e.g. 02/10/16 Saturday should be the ending date

Title – if entering a number, use 2 digits e.g. 01

BE CONSISTENT in the title names

Contract Documents Drawer – (are normally submitted by a DOT user)

Title for Estimates

EST 01 - use EST followed by the number of the estimate

Estimates don't skip numbers but do skip weeks so using the estimate number makes it safer to determine if all estimates are there.

Pay Items Drawer – (submitted by either DOT or contractor or supplier)

Title for Traffic Control Diaries –

TC Jasper w/e 01/30/16 use TC for traffic control followed by the contractor's name followed by the week ending date (Saturday)

All of these submittals will be linked to the same type. This will sort first by contractor then by week ending date

Title for Materials Source Report –

Jasper Mtls Source Report - contractor's name followed by Mtls Source Report

All of these submittals will be linked to the same type. This will sort first by contractor

Contract Modifications Drawer – (are submitted by a DOT user only)

Title for Cont Mods

CM 01 - use CM for cont mod followed by the 2 digit number of the cont mod

Since only cont mods are in this drawer, the sort should be correct by the cont mod number as long as 2 digits are used in the title and the title was consistent using CM preceding the number

Seems kinda' silly to put CM in front when all submittals in this drawer are cont mods – but when receiving a real time notification, the CM will alert the user that it's a cont mod, otherwise they wouldn't know if it's a cont mod or an estimate

Payrolls Drawer – (are submitted by the prime contractor only)

Title for Payrolls

PR 01 w/e 01/09/16 - use PR followed by the report number followed by the week ending date (Saturday)

No need to enter the contractor's name in the title since it's in the link

Signature Drawer – (usually submitted by a DOT user)

Title for Working Day Reports

WDR 00 w/e 01/09/16 - use WDR followed by the Site Number followed by the week ending date (Saturday) If there is only one site, can eliminate that in the title.

The Site Number is used because of so many contracts having multiple sites. The weekly report number is not used because if a weekly report had to be deleted due to a time adjustment, unless the user remembered to change the report number back (& many times I've seen that it was forgotten) to what it was originally, the reports will be sorted completely out of order.

Plans Drawer – (are submitted by a DOT user only)

Title is the Project Number

Do NOT put As Advertised in the title but rather put it in the Comments

If Miriam submits As Let plans, the title remains the same and she puts As Let in the Comments

As Advertised shouldn't be in the title because the plans may have changes during the letting process so they are no longer "As Advertised"

Shop Drawings Drawer – (are normally submitted by the prime or sub)

Title is the PROJECT paren number followed by the county name and Design Number, if applicable, followed by the description of the submittal

This is what our design people requested – so the contractors should just do it!!!! We want to keep our people happy!

Working Drawer –title for plant reports

Title = PROJECT paren number (if a tied contract) followed by the contractor's name doing the work followed by the report number (using 2 digits) followed by date of report (use 6 digits) followed by the plant location

FOR PCC PLANT REPORTS -

Example if a tied contract – (304) PCI 03 02/25/16 Atlantic

Project paren number followed by contractor's name followed by report number followed by report date followed by plant location

Example if only 1 project in the contract - PCI 03 02/25/16 Atlantic

Contractor's name followed by report number followed by report date followed by plant location

FOR HMA PLANT REPORTS -

Example - (304) HMA Plant Report 01

Project paren number followed by HMA Plant Report followed by report Number

Contract Signing – (are submitted by a DOT user only)

Contract = BON followed by contract ID

## **APPENDIX B - As of July, 2016**

### **Contract Documents Drawer Types**

Addendum

Agreements for Private Property Used by Contractor (Construction Manual 2.26)

Asbestos Abatement Report

Clean Water Act Section 404 Permit

Construction Pay Estimate

Contract

Correspondence

DBE Commercially Useful Function Checklist (Form 517014)

DBE Commitment Report

Developmental Specifications

EEO/Wage Site Inspection

Environmental Clearances

Final Highway Funding Sources

Final Paperwork - Cost Sharing Memorandum

Final Paperwork - Interest Payment Information (Form 830235)

Haul Road Designation

Iowa DNR Abandoned Water Well Plugging Form

Iowa DNR Floodplain Permit

Iowa DNR Notification of Completion of Construction (DNR Form 37)

Night Work Plan and Approval

Notice to Proceed (Form 830237, CM 2.32)

Notice of Suspension or Resumption of Work (Form 810036, CM 3.06)

Preconstruction Agreements

Preconstruction Meeting Information

Project Cross Sections – FINAL SET

Project Plans – FINAL SET

Project Schedule

Proposal

Registration of Minor, Nonrecurring Use of Water (DNR Form 20, CM 2.14)

Right of Way Certificate

RR Agreement

RR Data Sheet

Special Provisions

Storm Water Co-Permittee Certification Statement

Storm Water Notice of Discontinuation

Storm Water Permit

Subcontract Request and Authorization

Supplemental Specifications

Utility Bid Attachments

## **APPENDIX B - As of July, 2016**

### **Signature Drawer Types**

Final Paperwork - Audit of Final Pay Estimate (Form 830301)  
Final Paperwork - Certification of DBE Accomplishment (Form 102116)  
Final Paperwork - Certification of Subcontractor Payment (Form 518002)  
Final Paperwork – Contractor Evaluations  
Final Paperwork – Engineer’s Material Cert  
Final Paperwork - Final Construction Pay Estimate  
Final Paperwork - Final Payment (Form 830436)  
Final Paperwork - Noncomplying Test or Measurements of Materials  
Incorporated into the Project  
Final Paperwork - Statement of Salvaged Materials  
Items Paid by Plan Quantity (Form 830230)  
Noncompliance Notice (Form 830245)  
Pre-Audit Agreement  
Request for Early Release of Retained Funds  
Statement of Completion and Final Acceptance of Work (Form 830435)  
Storm Water Inspection Reports  
Weekly Report of Working Days

## **APPENDIX B - As of July, 2016**

### **Shop Drawing Drawer Types**

Architectural mock-ups  
Architectural paving  
Architectural paint color samples and manufacturer data  
Architectural concrete texture form liner samples and drawings  
Architectural concrete sealer samples and manufacturer data  
Architectural ornamental brick  
Bridge components  
Cofferdam design (when required)  
Detail plans for falsework or centering support of steel structures (i.e. erection plans)  
Falsework for slab bridges  
Highway lighting  
Highway sign support structures (i.e. bridge type trusses, cantilever trusses, & bridge mounts)  
Highway signing steel breakaway posts  
Highway signing - Type A & B signs  
Intermediate foundation improvement (IFI)(i.e. stone columns, geopiers, etc.)  
MSE, segmental, & modular block retaining walls (Prelim & final submittals)  
Precast concrete (i.e. deck panels, RCB culverts, noise wall panels, arch



sections, etc.)  
Pre-engineered steel truss recreational trail bridge  
Reconstruction of substructure (detailed plans for supporting the superstructure)  
Removal of box girder bridges  
Safety grates for RCB culverts  
Soil nail & tie-back retaining walls  
Steel and aluminum pedestrian hand rails  
Steel Structures  
Weld Procedures  
Structural erection manual  
Temporary sheet pile retaining wall  
Temporary shoring  
Tower lighting  
Traffic signalization  
Contractor Borrow  
Misc. Bridge  
Misc. Soil Design

#### **APPENDIX B - As of July, 2016**

##### **Payrolls Drawer Types**

Predetermined Wage Rate

#### **APPENDIX B - As of July, 2016**

##### **Pay Items Drawer Types**

Central Materials Input  
Contract Modification Item Certs  
District Materials Input  
Materials Acceptance Report  
Materials Source Report

##### **Groupings in the Pay Items Drawer - used as needed**

PCC Paving – Mix Design  
PCC Paving – Contractor Quality Control Plan  
PCC Paving – Maturity (Curves & Verification)  
PCC Paving – PCC Plant Report  
PCC Paving – Plant Monitor Gradations  
PCC Paving – (Form 115) Air & Slump Test Results  
PCC Paving – (Form 114) Beam Break Results  
PCC Structure - Mix Design  
PCC Structure – PCC Plant Report  
PCC Structure – Plant Monitor Gradations  
PCC Structure – (Form 145) Air & Slump Test Results  
HMA Items – Mix Design

HMA Items – HMA Base Plant Report  
HMA Items - HMA Charts  
HMA Items – HMA Intermediate Report  
HMA Items – HMA Surface Report  
HMA Items - Mix Temps (Small Quantities)  
HMA Items – Verification Aggregate Gradations

**APPENDIX B - As of July, 2016**

**Contract Signing Drawer Types -**

Contract  
Instructional Letter  
Other Required Documents  
READ ME FIRST  
Storm Water Co-Permittee Form

## DRAFT MATERIAL DOCUMENTATION CLARIFICATION

Single Document Basis of Acceptance			
Acceptance Method, IM 204 appendix Z or Mtls Acceptance Report	Document	Comments	Examples
Visual Approval by RCE	Document by an entry in Doc Express	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Burlap, Plastic film, Steel Posts for Silt Fence
As Per Plan	Compliance with the plans will be documented by an entry in Doc Express	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Guardrail Attenuators
Approved Source (Easily Identified)	Source of the material should be identified by the Project Inspector. Document by an entry in Doc Express.	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Engineering Fabric, Poured Joint Sealer, Wood Excelsior Mat, Silt Fence
Approved Source (Not Easily Identified)	Source of the material should be identified by the Project Inspector. This will require a document to be in Doc Express.	Products which cannot be easily identified in the field, such as traffic paint, will require a document in Doc Express. This should be entered by the Contractor or supplier.	Anti-strip Agent, Concrete Anchors, Concrete Sealer, Traffic Paint
Approved Source, Batch (Lot)	Verify that the material is from an approved source. Verify the Batch (lot) number. The information can be documented by an entry in Doc Express.	Check list maintained by Central Mtls, if the Batch (lot) has been previously tested a sample is not needed. District Mtls will sample if necessary & the report will be entered on Doc Express by the DME Batch numbers for admixtures will also be documented on plant report.	PCC Concrete admixtures

Batch (Lot) Acceptance	Record the batch or lot number by an entry in Doc Express. If sampled a test report will be entered as well.	Verify that batch or lot has been tested, a list is maintained by Ctl Mtls. Dist Mtls will secure a sample when required & report results to Doc Express.	White Pigmented Curing compound.
Certification Statement	A copy of the certification will be in Doc Express	The documentation with the certification statement will be entered by the Contractor or supplier.	Lead Bearings
Test Report	A copy of the test report will be in Doc Express	The IM 204 will specify who is responsible for the testing. They will sample, test and report the results to Doc Express.	Cable Guardrail, Electric circuit test, Torque wrench
Approved Catalog Cut	A copy of the reviewed Catalog cut will be in Doc Express.	The Catalog cut will be submitted for review by the contractor or supplier and entered in Doc Express according to the specification.	Lighting Materials, connectors and photoelectric controls
Fabrication Report	A copy of the fabrication report will be in Doc Express	The fabrication report is generated by District Materials and will be entered into Doc Express by the DME.	Structural Aluminum Fastners
Mill Test Report	A copy of the Mill test report will be in Doc Express.	The mill test report should be entered by the contractor or supplier. This may also be referred to as a mill certification. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Steel Guardrail posts

<b>Multiple Document Basis of Acceptance</b>			
<b>Acceptance Method, IM 204 appendix Z or Materials Acceptance Report</b>	<b>Document</b>	<b>Comments</b>	<b>Examples</b>
Approved Source, Certification Statement	Verify that the material is from an approved source. A copy of certification will be in Doc Express.	The documentation with the certification statement will be entered by the Contractor or supplier. The Approved Source portion is included with the certification.	Concrete modular and segmental blocks
Approved Source, Fabrication Report	Verify that the material is from an approved source. A copy of fabrication report will be in Doc Express.	The fabrication report is generated by District Materials and will be entered into Doc Express by the DME. The Approved Source portion is included with the Fabrication Report.	Neoprene Bearings
Approved Source, Mill Certifications	Verify that the material is from an approved source. A copy of the mill certifications will be in Doc Express.	The mill certification should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Steel piling, uncoated rebar
Approved source, Catalog Cut	Verify that the material is from an approved source. A copy of the catalog cut will be in Doc Express.	A copy of the catalog cut should be entered on Doc Express by the contractor or supplier.	Steel castings
Approved Source, Certification Statement, Test Report	Verify that the material is from an approved source. A copy of the Certification Statement and the Test Report will be in Doc Express.	The documentation with the certification statement should be entered by the Contractor or supplier. The test report should be entered by the testing agency, either a third party Lab or the DME.	Asphalt binder and emulsion
Approved Shop Drawing, Catalog Cut	A copy of the approved shop drawing and catalog cut will be in Doc Express.	The shop drawing and catalog cut should be submitted for review by the supplier or contractor and entered in Doc Express	Structural Aluminum

		according to the specifications.	
Approved Catalog Cut, Certification Statement	A copy of the approved catalog cut and a copy of the certification will be in Doc Express.	The catalog cut should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. A copy of the certification should be entered by the contractor or supplier.	Lighting materials wire and cable
Approved Shop Drawing, Fabrication report	A copy of the Approved shop drawing will be in Doc Express along with the Fabrication report.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The fabrication report will be entered by the DME.	Floor drains and steel expansion devices
Approved Source, Certified Truck Ticket or Form # 821278	Verify that the material is from an approved source. For aggregate paid by the ton collect certified truck tickets on the grade. A summary of aggregate shipments to the project should be submitted to Doc Express by the aggregate producer for non-proportioned aggregate .	It is not necessary to have a copy of a truck ticket in Doc Express. For proportioned aggregates verify the tickets at the plant site. Form #821278 may be used to certify aggregate that is not weighed over a scale.	Proportioned and Non-proportioned aggregate

<b>Multiple Document Basis of Acceptance</b>			
<b>Acceptance Method, IM 204 appendix Z or Materials Acceptance Report</b>	<b>Document</b>	<b>Comments</b>	<b>Examples</b>
Approved Shop Drawing, Approved Source, Certification Statement	Verify that the material is from an approved source. A copy of the Approved shop drawing and the certification statement will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The documentation with the certification statement will be entered by the Contractor or supplier.	Aluminum lighting poles
Approved Source, Approved Shop Drawings, Fabrication Report, Mill Certifications	Verify that the material is from an approved source. A copy of the approved shop drawings, fabrication report, and mill certifications will be in Doc Express	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The mill certifications should be entered in Doc Express by the contractor or fabricator. The fabrication report will be entered into Doc Express by the DME.	Structural Steel
Approved Source, Approved Shop Drawings, Fabrication Report	Verify that the material is from an approved source. A copy of the Approved shop drawing and the fabrication report will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The fabrication report will be entered by the DME.	Bridge railing
Approved Source, Fabricator's trademark, Date of Manufacture, Certified Stamp, Certification Statement	Verify that the material is from an approved source. Check for the trademark and certified stamp. A copy of the certification statement will be in Doc Express	For precast concrete pipe a certified summary of items delivered to the project site will be entered into Doc Express by the contractor or supplier.	Handholes and concrete pipe

Approved Source, Fabricator's trademark, Date of Manufacture, DOT Inspection Stamp, Fabrication Report	Verify that the material is from an approved source. Check for the trademark and DOT inspection stamp. A copy of the fabrication report will be in Doc Express	The Fabrication report is generated by District Materials and will be entered into Doc Express by the DME.	Prestressed Concrete Beams, Concrete piling
Approved Source, DOT Inspection Stamp, Fabrication Report	Verify that the material is from an approved source. Check for the DOT inspection stamp. A copy of the fabrication report will be in Doc Express	The Fabrication report is generated by District Materials and will be entered into Doc Express by the DME.	Precast permanent barrier rail.
Approved Source, Certification of Grade, and Treatment Test Report	Verify that the material is from an approved source. The certification of grade and treatment report will be in Doc Express.	The certification of grade and treatment report will be entered by the contractor or supplier.	Treated wood products
Approved Source, Test Report, Steel Mill Certification	Verify that the material is from an approved source. The test report and mill certification will be in Doc Express.	The mill certification should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements. Samples are normally taken by District Materials and the test report will be entered in Doc Express by the DME.	Anchor Bolts



<b>Multiple Document Basis of Acceptance</b>			
<b>Acceptance Method, IM 204 appendix Z or Materials Acceptance Report</b>	<b>Document</b>	<b>Comments</b>	<b>Examples</b>
Mill Certification, Rotational Capacity Test, Test Report	The mill certification, rotational capacity test and test report will be in Doc Express	The mill certification and rotational capacity test should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements. Bolts, nuts and washers will be sampled by District Materials and the report will be entered on Doc Express by the DME. Check the IM's and specifications for field rotation capacity testing. If required this test report will also need to be filed in Doc Express by the RCE or DME.	Structural bolts nuts and washers
Approved Shop Drawing, Shipping Report	A copy of the approved shop drawing and shipping report will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The shipping report is generated by the supplier and should be entered into Doc Express by the contractor or supplier.	Sign Panels
Approved Source, Shipping Report, Certification Statement	Verify that the material is from an approved source. A copy of the shipping report and Certification Statement will be in Doc Express.	The shipping report and Certification statement is generated by the supplier and should be entered into Doc Express by the contractor or supplier.	Finished signs

Mill Certifications, Test Report for Galvanizing	Mill Certifications and galvanizing test report will be in Doc Express.	Mill certifications should be entered in Doc Express by the contractor or supplier. Be sure to verify that any product of steel or iron or the coating there of meets the Buy America requirements. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Galvanized rebar
Approved Source, Mill Certifications, Epoxy Certifications, Test Report	Verify that the material is from an approved source. Mill certifications, epoxy certifications and a test report will be in Doc Express.	The mill certifications and epoxy certifications should be filed by the contractor or supplier. Be sure to verify that any product of steel or iron or the coating there of meets the Buy America requirements. Samples will be taken by District Materials and reported by the DME.	Epoxy coated rebar
Approved Source, Approved Shop Drawings	Verify that the material is from an approved source. A copy of the approved shop drawing will be in Doc Express	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications.	Pre-engineered pedestrian bridge